

MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
Wednesday, May 22, 2013

ORLEANS TOWN CLERK

May

CALL TO ORDER:

A quorum was established and the meeting was called to order at 1:05 pm in the Sunroom at the Orleans Senior Center by Chairman Suits.

MEETING ATTENDANCE:

Board Members present: Frank Suits, George Dunn, Clo Davis, Phil Halkenhauser, Fran Bonscher and Sandy Marshall

COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre

Others Present: Selectman, David Dunford

APPROVAL OF MINUTES:

- A motion was made by Phil Halkenhauser and seconded by Fran Bonscher to approve the minutes of the April 24, 2013** meeting. Motion carried by a vote of: 6(Y) 0(N) (0)A.

CHAIRMAN'S REPORT:

- Chairman Suits mentioned that Clo Davis has decided not to renew her position on the Board which expires at the end of June. Clo said that she would like to travel more and does not feel that she will be able to commit to another term.
- Phil Halkenhauser said that he has decided not to renew his position on the Board when it expired at the end of June.

TREASURER'S REPORT:

- Director Wilson explained that the monies deposited into the Formula Grant account by Town Hall were not accurate and that we will have to wait until the end of June to spend the money in that account. Formula Grant money cannot be carried forward to the new fiscal year.

DIRECTOR'S REPORT:

- See Director's Report**
- Director Wilson explained that the new ridge in the floor between the lobby and the function room hallway may be a problem in the future. This is probably due to the building settling.
- Director Wilson explained that we have had to deal with numerous building and equipment issues all of which have to be taken care of now or in the future.
- Director Wilson talked about the transportation for out of town Day Center participants and the need to resolve this problem. Sandy Marshall inquired as to why we are transporting out of town residents? Director Wilson explained this practice predated her employment with the COA.
- Director Wilson spoke about the Chicken Soup for Caregivers Group and the potential need to form two new groups, one for those with loved ones in nursing homes and another for those who are caregiving at home.
- Clo Davis mentioned that several people were very happy with the Health Fair and the variety of different events being offered and that the feedback she received was positive.
- Director Wilson talked about the need to change some of our fitness classes that are not very successful. She is considering offering a series of 6 week classes for some of those to see if participants are interested in short term programs.
- Transportation: See Letter to FISH Volunteers from Dot Oberding and Daryl Bladen.**
- Director Wilson provided the BOARD with an overview of the FISH Program and the meeting held here at the COA with the FISH volunteers and representatives from Elder Services. She advised the Board that Orleans needs to run our own FISH program in order to continue to

provide medical transportation to Orleans seniors and that she is working currently to develop and implement this program.

- Director Wilson advised the Board that we are postponing the installation of the new software program, so that the staff can concentrate their efforts on the new FISH program and medical transportation needs.
- George Dunn asked about liability insurance and gas costs. Director Wilson explained that she has to work out all the logistics of the program.
- Sandy Marshall mentioned that the Church of the Holy Spirit does a transportation program for members and there is also the Nauset Neighbors, which you can join for a fee.
- Director Wilson talked about the Hoarding Task Force meetings that she has been attending with Outreach Worker, Maryanne Ryan. The purpose of the task force is to deal with these types of situations, which are occurring more frequently.

OLD BUSINESS:

- Director Wilson passed about a draft of the mission statement for the Board to review. Sandy Marshall suggested changing the first word of the last line to "provide". Clo Davis suggested that we combine a few of the items listed. Director Wilson will present a second draft of the statement for the Board to review at their next meeting. No vote taken.
- Director Wilson passed out a draft of the Confidentiality Policy. Frank Suits suggested that the second line of the first paragraph be moved to the first line. He also suggested that we take out the words in the last paragraph "an effort". Director Wilson will present a revised draft at the next Board meeting for review. No vote taken.
- A draft of the CORI policy was presented by Director Wilson. She will present this to Town Counsel for review.

REPORT OF FRIENDS' REPRESENTATIVE:

- Judi Wilson reported on the activities of the Friends.
- Membership envelopes will be going out with the July/August Tidings. There is a slight increase in membership fees.
- Plans are underway for their September fundraiser, "Vantastic Chowderfest".
- They are now holding Board only meetings. Committee meetings are held as needed.
- The FOCOA Annual meeting will take place on June 12th and they are looking for new members.

NEW BUSINESS:

- George Dunn mentioned that he would like to see the Tidings issued monthly rather than every two months. Director Wilson explained that the cost is prohibitive and that the FRIENDS pay for the postage.
- A COA Board of Directors By-Law committee was established. The members will be Sandy Marshall and Frank Suits. They hope to start working on updating the by-laws in July.

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by Fran Bonscher and seconded by George Dunn to "adjourn the meeting" at 2:45 p.m. The motion carried 6-0-0.

****Copies on file at Orleans Council on Aging**

The next COA Board Meeting will be held on Wednesday, July 24, 2013 at 1:00 pm

*Respectfully submitted,
Donna M. Faivre, Office Manager
Orleans Council on Aging*

