

**Seekonk Human Services
Board of Directors Meeting Minutes
Monday, August 1, 2011 @ 3:30pm**

Attendance: Beverly Della Grotta, Chris Allen, Rene Andrews, Vicki Kinniburgh, Anne Libby, Anita Gendron, & Director Bernie Huck

- **MOTION:** Vicki called meeting to order at 3:30pm
 - **SEONCOND:** Rene second the motion
 - **VOTE:** Unanimous
- Approval of Minutes
 - **MOTION:** Rene made motion to approve May 2, 2011 minutes
 - **SECOND:** Chris second the motion
 - **VOTE:** Unanimous
 - **MOTION:** Rene made motion to approve June 6, 2011 minutes
 - **SECOND:** Chris second the motion
 - **VOTE:** Unanimous
 - **MOTION:** Chris made motion to approve June 27, 2011 minutes
 - **SECOND:** Anne second the motion
 - **VOTE:** Unanimous
- Introduction of Pam Nolan as Town Administrator
 - Willing to help
 - Will help build new building
 - Was on Board of Directors in past
- Competition of Strategic Plan
 - Volunteerism
 - Skills and talents. To provide personnel for the delivery of programs and services
 - To encourage **and**
 - Sp. Recruitment
 - Change: Shall complete a written application, be interviewed, pass a CORI check and acknowledge the receipt of ethics/conflict of interest package.
 - Correct: Orientation
 - **MOTION:** Chris made a motion to accept volunteerism with the correction of, goals to encourage community involvement in the center and to provide opportunities for individuals to utilize skills, talents and remain civically engaged. To provide personnel for delivery of program and services. Volunteers should be an intergraded part of the operations of Human Service Department. Goals and objectives the word recruitment needs to be spelled correctly and under actions needed is fine except recruitment needs to be spelled correctly. All perspective volunteers shall complete a written application, be interviewed, pass a CORI check and acknowledge receipt of ethics/conflict of interest package, and eliminate the last three words to be interviewed. Orientation needs to be spelled correctly.
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous
 - Housing
 - Periods after A, B, & C sentences
 - Food Service
 - **Period** after Bristol Elder Services
 - **And** to host

- **MOTION:** Motion to put a period after Bristol Elder Services in item number 8 after actions needed, item A, and actions needed the third one, insert the word **and** after agencies, so it reads utilize the resources of local churches, civic groups, and elder service agencies **and** host at least 6 luncheon events a year.
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous
 - Education
 - Provide high quality related educational opportunities
 - **Add** periods after A,B, & C sentences
 - **MOTION:** Chris made a motion to accept this as is with the only changes to be to add a period after statement A, B, C, and D. Then in item E, correcting the word education by adding an **al** to make it educational instead of education.
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous
 - **MOTION:** Chris made motion to correct spelling of offerings
 - **SECOND:** Anne second the motion
 - **VOTE:** Unanimous
 - **MOTION:** Chris made motion to accept all corrections and additions to this docutment
 - **SECOND:** Rene second motion
 - **VOTE:** Unanimous
 - **MOTION:** Chris made motion to change date on cover page to Revised August 1, 2011
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous
- Evaluation of Director
 - Director job description
 - Supervisor
 - Use Town of Seekonk evaluation form that Michael Carroll provided
 - **MOTION:** Chris made motion to use evaluation by Town of Seekonk
 - **SECOND:** Anne second the motion
 - **VOTE:** Unanimous
 - Vicky will find out the bylaws about the opening meeting
 - Target date
- Serve Safe
 - Ashley Pimental & Adriana Dossantos from office
 - Rene Andrews from Board
- Liaison from Board of Selectmen
 - Chris asked about the liaison's, no more liaison's throughout the Town
 - Building at Town Meeting
- Department Head Report
 - Grant for Minor Home Repairs \$5,440
 - Small home repairs
 - Safety guidelines
 - EOE Grant
 - Federal Grant: Carol Bragg shows interest. Americorp helps put seniors to work
 - Farmers Market coupons, 1 per family
 - Open enrollment for health care October 15 – December 7
 - Internet Server
 - Summer programs are down
 - Cooling center
 - Library

- Call Public Safety Complex and speak to dispatcher
- Marketing Strategy
- Hearing Clinic, September 20th
- HomeCare Givers
- Asked Pam to do T.V. Show
- Dress down Friday's - Put \$1 or \$2 towards Christmas
- Trips
 - Newport Playhouse for Christmas
 - Foxwoods
- Matters from Board
 - Chris
 - Town graphs do not need to be colored
 - Administrative Assistant on website & newsletter needs to be changed to Senior Secretary
- Next Meeting
 - Wednesday, August 24, 2011 at 3:30pm
- **MOTION:** Chris made motion that Bernie approve all changes on website
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous
- **MOTION:** Chris made motion to adjourn at 4:49
 - **SECOND:** Rene second the motion
 - **VOTE:** Unanimous