

SEEKONK HUMAN SERVICES
EXECUTIVE BOARD MEETING
January 24, 2011

Attendance: Vicki Kinniburgh, Rene Andrews, Christine Allen, Josephine Veader, Anita Gendrou, Anne Libby, Lynn Neves & Director Bernie Huck

1. Call to order
 - a. Meeting called to order at 3:37 by Vicki.
2. Approval of November minutes
 - a. A correction was made on the minutes; Chris Allen made a motion to amend the agenda to add public speaking; the vote was missing but the vote was unanimous
 - b. MOTION: A motion was made to approve minutes from 11/29/10 with the exception of the correction noted
 - i. Motion was second
 - ii. Vote: Unanimous
 - c. MOTION: Chris Allen made a motion to amend to the agenda public speaking
 - i. Motion was second
 - ii. Vote: Unanimous
 - d. Bernie commented that the public speaks at the end of the agenda
3. Old Business
 - a. Christmas Activities
 - i. Christmas Party
 - ii. Dinner
 - iii. Entertainment
 - iv. Toys for Tots: Cardiø and the Churches
 - v. A mother came in and was given a bike for her son but couldn't accept it due to her daughter; someone overheard and donated a bike for the little as well.
 - vi. A family cooked meals and delivered them to the families
 - b. Book Club
 - i. 4 members and a group leader
 - ii. Different books
 - c. Schedule of Office Workers
 - i. Jan left
 - ii. Phyllis is retiring
 - iii. Options
 1. Two job openings
 - a. Outreach
 - b. Senior Secretary
4. New Business

- a. Departures of Jan Tabor & Phyllis Corbitt
 - i. Impact
 - 1. Chris Allen thanks both Jan and Phyllis
 - ii. Bills and food stamps
 - iii. Look over job applications for Outreach
 - iv. Board was not notified of vacancies
- b. Reclassification of Jobs
 - i. Combine positions
 - ii. Staffing options
 - iii. Staffing for future needs
- c. Winter Activities
 - i. Flower Show, March 16
 - ii. Portuguese Day, cancelled due to weather changes
 - iii. Boston Red Sox Trip, Fenway Park Tour in May
 - iv. Spirit of Boston from 2009
 - v. Long Island, Wine Tour
 - vi. Westport Winery
 - vii. Valentine's Part
 - 1. Bring in Wedding Pictures, to recognize couples
 - 2. Feb 2, 2011
 - 3. Lunch is served, \$3
 - viii. St. Patrick's Day
 - 1. Corned Beef & Cabbage
- d. Dave Bowden & Jim Ranky
 - i. New building
 - ii. Perk Test
 - iii. Foundation Test
 - iv. Zoning Board of Appeals
 - v. Jim put together a drawing
 - 1. Utilize plans
 - 2. Program analysis
 - 3. Matty Medeiros, Architecture
 - 4. Front entry way
 - 5. Security Area / Administrative
 - 6. Privacy Area
 - 7. Energy Saving
 - 8. Operating cost
 - 9. Veterans Agent
 - 10. Nurse/Doctors Office
 - 11. Activities Place
 - 12. Bathrooms
 - 13. Kitchen
 - vi. Everyone's input counts
 - vii. Handicap shower
 - viii. Meals on wheels
 - 1. Donations

2. Natural light and ventilation
- e. Carol Bragg ó Liaison To Capitol Improvement
 - i. Navigational System
 - ii. Strategic Planning
 - iii. Space, healthy for clients and employees
 - iv. Privacy & Confidentiality
 - v. Overload on electric capacity
 - vi. Air quality issue
- f. Department Head Report
 - i. Holidays went well
 - ii. Pasta fest went well
 - iii. Pasta fest and clam boil made over \$4,000
 - iv. 73 million dollars to put in fuel assistance
 - v. A family lost a furnace, no long term help
 - vi. Motel, for an emergency, donation money not town money
 - vii. Fuel Co-Op
 1. Mass Fuel
 2. 1,000 gallons for \$2.49gal
 - viii. Vicki: Board is curious for fuel assistance eligibility
 1. Income and number of persons in household
 - ix. Heating issues, use resources
 1. 100 gallons lasts about a month
 2. Joe for Oil, 1/28/11
 3. Salvation Army
 - x. Taxes
 1. Circuit Breaker Bill
 - xi. Office Change
 1. Streamline
 2. Online programming
 - xii. File Cabinets
 1. Files locked at all times
 2. A few files left out by accident
 3. Train everyone for files confidentiality and submit a plan for file access and privacy by Vicki.
 - xiii. Bristol Elderly Services
 1. Case Work
 - xiv. Schedule
 1. Vacation Times
 2. Office Schedule
 - xv. No meeting for two months, information was not given
 1. Vicki informed that there was a meeting in November but not December and again in January

5. Community Speaks

- a. Francis Cavaco
 - i. Brown Bags

1. Put brown bags in newsletter
 2. Put brown bags in website
 - ii. Minutes need to be posted on website and agenda
 - iii. Pension board fund
 - iv. Cost of fuel
 1. Fuel Coalation
 2. RFP
 - v. Brown Bags
 1. Address update
 2. Phone number update
 3. Needs for seniors
 - b. Carol Bragg
 - i. Two Discount oils
 - c. Jim McGregor
 - i. Fuel Oil
 - ii. Allenø Avenue, empty barrel for oil, check to see if can be rented
6. Next meeting
- a. Goals
 - b. Work session
 - c. MOTION: Motion to have Feb 28th meeting be a work session
 - i. Motion second
 - ii. Vote: Unanimous
7. MOTION: Motion to adjourn meeting at 5:04
- a. Motion: Second
 - b. Vote: Unanimous