

**Seekonk Human Services Board Minutes**  
**Monday, November 28, 2011 @ 3:30pm**  
**Board of Selectmen Meeting Room**

**Attendance:** Christine Allen, Beverly Della Grotta, Rene Andrews, Vicki Kinniburgh, Lynn Neves, Anne Libby, Anita Gendron, Executive Director Bernadette Huck, and Senior Secretary Ashley Pimental.

1. Open meeting at 3:33pm
2. Approval of Minutes from 10/24/11
  - a. Chris made a remark stating that Pam needs to be addressed formally as Pamela Nolan Town Administrator.
  - b. Roll call to be added to the top of the minutes and include Bernadette and Ashley.
  - c. **MOTION:** Anita made a motion to accept minutes with the future changes.
    - i. **SECOND:** Rene seconds the motion.
    - ii. **VOTE:** Unanimous
3. Old Business
  - a. ServSafe
    - i. Two times a week, from 3-4 for 4 weeks or from 3-5 for 2 weeks
    - ii. Waiting on Southcoast Kitchen Manager
    - iii. Will start in Jan. 2012
  - b. Anniversary Committee
    - i. Contact list has been sent out
    - ii. Request of COA to put together an activity
  - c. Committees involvement
    - i. Cookbook possibilities, chef on a shoe string cannot do cookbook
    - ii. Have Town departments, schools, Town residents involved
    - iii. Try to have completed within one year
    - iv. Advertise via e-mail, television, letters, ads to gain attention
    - v. **MOTION:** Lynn made a motion for Chris and Rene to be co-chairs to make the 200<sup>th</sup> Anniversary Cookbook.
      1. **SECOND:** Anita seconds the motion
      2. **VOTE:** Unanimous
    - vi. **MOTION:** Chris made a motion for all profits to go to a revolving account to be earmarked cookbook revenue for the board to determine the uses of the money.
      1. **SECOND:** Rene seconds the motion
      2. **VOTE:** Unanimous
4. New Business
  - a. Christmas Party
    - i. Sold out
    - ii. Gifts/Donations
    - iii. Vini Ames as entertainment
    - iv. Pot roast dinner
    - v. December 7<sup>th</sup> at 10am
  - b. Thank you to Mr. Cavaco for Brown Bags Program
    - i. Mr. Cavaco has been the only selectman to help Human Services

- ii. **MOTION:** Chris made a motion to send a formal letter to thank Mr. Cavaco for Brown Bag participation
    - 1. **SECOND:** Anita seconds the motion
    - 2. **VOTE:** Unanimous
  - iii. Board suggested that Vicki write a letter to the Board of Selectman requesting help with Brown Bags beginning in 2012
5. Directors Report
- a. Thank you to everyone for helping with Thanksgiving
    - i. Outback Steakhouse donated meals to shut-ins and those who wanted to eat at the restaurant
    - ii. Everything was packaged separately for the meals
    - iii. Moose Hall in Attleboro donated meals as well
    - iv. 107 total meals have been requested
    - v. Ask Seekonk Star to put in a letter of thanks.
    - vi. List individual businesses to thank them
    - vii. Send out thank you letters to individuals as well as businesses
  - b. Christmas help
  - c. Bishop Feehan help for Christmas
  - d. Toy Donations
  - e. Trip to LaSalette on December 15
    - i. Seekonk Commons pickup at 4:30
    - ii. Human Services pickup at 4:45
  - f. Free Peripheral Artery Disease Screening on December 21<sup>st</sup> from 9 to 3pm
  - g. Cardiac Care on December 21<sup>st</sup> from 9 – 12pm
  - h. Homestead Act went excellent
  - i. Open Enrollment October 15<sup>th</sup> to December 7<sup>th</sup>
  - j. Wii Exercise program Mondays at 10am
  - k. Fuel Assistance will be until April 30<sup>th</sup>
  - l. Food Pantry donated many items for baskets
  - m. Aerobics at Seekonk Total Fitness
  - n. Seekonk Total Fitness made donations as well
  - o. Giving Tree for Christmas
  - p. GATRA ID
6. Other matters
- a. Corrects for Town Crier
    - i. Anita Gendron is on twice
    - ii. Home Caregivers has too much information
    - iii. No Christmas party from Jim McGovern
    - iv. Still waiting on the Clifton
7. Next Meeting
- a. Monday, January 9, 2012 @ 3:30pm in the BOS Meeting room
8. **MOTION:** Chris made a motion to adjourn at 4:26pm
- a. **SECOND:** Lynn seconds the motion
  - b. **VOTE:** Unanimous