

*SEEKONK HUMAN SERVICES
EXECUTIVE BOARD MEETING
January 11, 2010 @ 3:30 PM*

Present: Anita Gendron, Anne Libby, Lynn Neves, Vicki Kinniburgh, Rene Andrews, Christine Allen and Josephine Veader. Human Services Director Bernadette Huck was also present.

Old Business:

A motion was made to approve the November 23rd board minutes. The minutes were approved.

Corrected minutes were approved from previous minutes.

Job Descriptions & Schedule of Hours were discussed. The town is currently having all job descriptions updated.

New Business:

- The job description for the Veteranø Agent is written by the state. The board stated that this position should not be a part of the Human Services budget.
- The Valentine Party will be on February 10th with Barney Mallon entertaining
- Vic Solo, an Elvis Impersonator will be at Human Services on March 31st
- A St. Patrickø Day Party will be held on March 10th
- Bernie stated Human Services will be getting a web master to update the web site
- For upcoming trips Human Services will be using Jodieø Place which will allow us to sign up for just the seats we need.
- Penn Dutch trip was discussed
- Karenø position was discussed by the board. Bernie stated that she was not hired to run trips.
- The Pasta Night will be on Jan. 20th @ Seekonk High School from 5-8 PM
- Friends of Friends collected \$5,000 in donations
- Bernie read a letter to the Board regarding donations to Human Services
- An elderly lady needed her mail box put up after it had been knocked down from snow plowing. Human Services purchased a mail box for her through our gift account which is used specifically for emergency situations. We also contacted someone to put it up for her.
- Bernieø review by the board was done after 6 months and has not been done since then. Vicki will speak with Mr. Carroll regarding the correct review form to use.
- A suggestion was made to form a commission for review of State Regulations.
- A suggestion was made to form a committee to work on the boardø upcoming agenda. Anne made a motion not to form a committee and the board agreed.
- Review of 2009
 1. Newport Playhouse
 2. Matunuck Theatre ó Bernie will check into the schedule for a summer trip

Bernie stated that a volunteer in Swansea runs their COA trips and if the volunteer gets a full bus she will get a free trip. If a town employee is in charge of a trip, they do not get a free trip. Bernie asked if any board member would be interested in running a trip.

- Budget concerns were mentioned by the Director to the board regarding the cost of medical insurance for part time employees Veronica & Kim.
- Wall hand sanitizers for each room at the center was suggested by a board member.
- The Board signed for the Town Ethics package, which must be returned by January 25th.
- Michael Carroll spoke to the board about the plans for the new senior center.

The next board meeting will be held on Monday, February 22, 2010 @ 3:30 PM.