

# Wayland Council on Aging

## MINUTES

OCTOBER 1, 2013

8:00AM

SELECTMEN'S ROOM

<b>FACILITATOR</b>	Betsy Soule, Chair
<b>NOTE TAKER</b>	Mary Antes, Secretary
<b>ATTENDEES</b>	<p><u>COA Board Members Present:</u> Betsy Soule, Chair; Mary Antes, Evelyn Ekmejian, Nancy Leifer, Harriet Onello, Becky Patterson, Bill Sterling, Denise Yurkofsky, Bill Zellen</p> <p><u>COA Board Members Absent:</u></p> <p><u>Director:</u> Julie Secord</p> <p>Guest: Carol Martin (Finance Committee); Deborah Marion, Director of Golden Tones; Helen Brody, Golden Tones Board of Directors – President; Barbara Sutherland, Golden Tones Board of Directors-Clerk</p>
<b>PUBLIC COMMENT</b>	There was no public comment..

### Agenda topics: Meeting Convened at 8:12am

#### WELCOME NEW MEMBER

BOARD

<b>DISCUSSION</b>	New member Nancy Leifer, was welcomed to the board following her appointment by the Board of Selectmen.
<b>ACTION</b>	

#### BAY PATH

EVELYN EKMEJIAN

<b>DISCUSSION</b>	The agency celebrated Christine Alessandro's 15 <sup>th</sup> anniversary. Bay Path is continuing its efforts to remove clients from nursing homes. It is also trying to involve COAs in a breakfast program. Thirty-six clients are being served and no one is on a waiting list. The annual meeting is October 25 <sup>th</sup> at 8 am.
<b>ACTION</b>	Let Julie know if anyone is interested in attending the Bay Path Annual Meeting.

#### FRIENDS OF THE COA

JULIE SECORD

<b>DISCUSSION</b>	Julie said that the Lobster Fest and dessert auction was lots of fun and a good community event. She still gets requests to the Iron Chef. At the next meeting, the board will decide how to spend some of its money.
<b>ACTION</b>	

#### MINUTES

BOARD

<b>DISCUSSION</b>	
<b>ACTION</b>	The minutes of the September 3 <sup>rd</sup> meeting were approved (Sterling/Yurkofsky).

#### DIRECTOR'S REPORT

JULIE SECORD

<b>DISCUSSION</b>	<p>Leisha has taken over IT for the town but she is continuing to work with Julie on online registration. They are looking for software to track COA activities and monitor medical equipment. If Loker School is reopened, the storage space for medical equipment will be in jeopardy. They are pursuing online signage using the COA as a pilot program. Some 42-44 tax work-off slots are filled but there is concern about the amount of paper-work involved because the IRS considers these workers as town employees. Since they are terminated when they have completed their hours, they will have to be CORI'd every year.</p> <p>A transportation plan needs to be developed for the long term. The COA bus cannot compete with the MWRTA routes so it is used for service outside the MWRTA service area and on evenings and weekends. The cost has increased dramatically due to the additional cost of benefits for the drivers. The COA is seeking a better riding bus. The fixed route is working very well; Julie would like to see it come to the new town center.</p>
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	Access to and from the large hearing room still has not been addressed. Bill is willing to meet with the Selectmen to tell them that the access is out of compliance. SHINE counselors are meeting with 130 clients about Medicare open enrollment.
<b>ACTION</b>	

**COA/LIBRARY INITIATIVE**

BILL STERLING

<b>DISCUSSION</b>	There was discussion about next steps to move forward with a new facility. Following discussion with Carol Martin, Finance Committee liaison,
<b>ACTION</b>	

**MISSION/VISION**

BOARD

<b>DISCUSSION</b>	
<b>ACTION</b>	The board will plan an off-site meeting devoted to discussing the mission statement.

**CAROL MARTIN, FINANCE COMMITTEE**

BOARD

<b>DISCUSSION</b>	<p>Carol Martin met with the COA board to talk about the FinCom guidelines, COA accounts, and other issues. Budgets are to be level funded plus contractual obligations. The current budget is \$221,440 and the expectation is that the 2015 budget will be about \$225,000. Narratives must be provided for budgets over \$500,000 but Carol recommended a narrative be included with the COA budget because of the issues involved. If there are to be staffing changes, the board must meet with the Personnel Board. She recommended trying to hire staff that require benefits. (It might be more cost effective to have a COA bus driver.) The COA does not have a capital budget; instead placeholder amounts are under facilities. Julie mentioned the digital sign and said she would talk with Leisha since it would probably be included in her budget.</p> <p>The Fin Com is trying to get a better handle on revolving accounts. The COA revolving account is capped at \$50,000 in expenditures although the account currently has more than \$80,000. About \$35,000 is spent from the account each year. Carol asked what other funds are included in the account beside program fees. Other sources include the Children's Holiday Shoppe and donations. Carol will talk with the finance director about the account to learn how to access funds over \$50,000.</p> <p>Following the Golden Tones presentation, Carol asked for a list of all funds that make up the grant account. The Fin Com is trying to understand the source of all funds coming to the town. It might be helpful to hire a grant writer.</p> <p>Regarding a new facility for the COA, the Fin Com is trying to understand all the facility needs in the town. The Energy Audit Committee would like to spend \$1 million to save energy costs; the COA and the library want additional space; and the art center needs to move from Station 2. The proposed DPW building needs to be resolved before other needs can be considered. She recommended that the COA and the library meeting with John Moynihan and John Senchyshyn, not with the Fin Com. Carol would be willing to attend the meeting.</p>
<b>ACTION</b>	Betsy and Bill will set up a meeting with the Library Trustees and the COA and then the two boards, their liaisons from the Board of Selectmen and the Fin Com, and John and John.

**GOLDEN TONES PRESENTATION**

BOARD

<b>DISCUSSION</b>	Helen Brody, President of the Golden Tones Board of Directors accompanied by Barbara Sutherland, Clerk of the Golden Tones Board and Deborah Marion, Golden Tones Director presented a check to the COA for \$2,150.00. This represents 25 percent of the total sales from the 25 <sup>th</sup> anniversary concert in June 2013, as a thank you for the support the COA has given the group over the years. They asked that the money be used for music and the arts, to bring joy to COA users.
<b>ACTION</b>	

**ADJOURNMENT**

<b>DISCUSSION</b>	The next meeting will be November 5, 2013 at 8 am.
<b>ACTION</b>	