

# Wayland Council on Aging

## MINUTES

NOVEMBER 5, 2013 8:00AM

SELECTMEN'S ROOM

<b>FACILITATOR</b>	Betsy Soule, Chair
<b>NOTE TAKER</b>	Mary Antes, Secretary
<b>ATTENDEES</b>	COA Board Members Present: Betsy Soule, Chair; Mary Antes, Evelyn Ekmejian, Nancy Leifer, Harriet Onello, Becky Patterson, Bill Sterling, Denise Yurkofsky, Bill Zellen COA Board Members Absent: <u>Director:</u> Julie Secord
<b>PUBLIC COMMENT</b>	There was no public comment..

### Agenda topics: Meeting Convened at 8:04am

#### MINUTES

BOARD

<b>DISCUSSION</b>	
<b>ACTION</b>	The minutes of October 1, 2013 were unanimously approved.

#### BAY PATH

EVELYN EKMEJIAN

<b>DISCUSSION</b>	Bay Path terminated the Home Instead contract for non-compliance. As a result, 19 clients were moved. First Home Healthcare provides respite care at Whitney Place at \$250/24-hour day. About 30 clients from Wayland are receiving services. Bay Path is increasing its efforts to move people out of nursing homes.  Julie said that the annual meeting breakfast was very nice. Lillian Mills was recognized for her service coordinating the tax work-off program, which is probably the largest in the state. The program has been particularly challenging this year because the new IRS requirements added so much paperwork.
<b>ACTION</b>	Let Julie know if anyone is interested in attending the Bay Path Annual Meeting.

#### SENIOR TAX RELIEF COMMITTEE

JULIE SECORD

<b>DISCUSSION</b>	The committee is meeting the even-numbered months at 8 am. The Board of Selectmen reduced the size of the committee from nine to seven, making it much easier to get a quorum. One opening remains. The committee is working to update the income limitations on various tax relief programs.
<b>ACTION</b>	

#### BUDGET

BOARD

<b>DISCUSSION</b>	The proposed budget for FY 2015 is level-funded per the Finance Committee's guidelines. The Small Equipment budget was reduced by \$1,000 and the Contractual Services budget was increased by \$1,000. Contractual Services is really the operations budget, including association dues, as the COA does not have any contracts. There was money left over in the postage line item in 2013 but the COA will soon get an updated list of seniors that will be greater in number. The revolving fund is still under discussion. Bill Z. asked whether the newsletter postage could be paid from the revolving account. Julie will check.  There was discussion about whether to go to the Personnel Committee for staffing changes as was done several years ago. Because of uncertainties at the present time, it was agreed to write a letter to the Finance Committee, John Senchyshyn, and the Personnel Board reiterating the growth of the COA department and the resulting need for more staff in the near future. Maureen is working one day a week doing all the volunteer coordination and recruiting, including outreach to the schools. Shawna is doing the day-to-day supervision. She works from 9 to 3 on Mondays and Tuesdays, and 9 to 1 on Wednesday. The staff works very well together.  The COA has tax work-off people working on a list of vendors, designing templates of all the spaces the COA uses that will make it easier to arrange rooms for various programs, and putting together a list of part-time employment opportunities.
-------------------	--

<b>ACTION</b>	The budget was approved as presented (Yurkofsky/Patterson).
---------------	---

**EGRESS FROM THE LARGE HEARING ROOM**

BILL STERLING

<b>DISCUSSION</b>	Bill S studied the exit from the large hearing room to the front of the building. He believes there is sufficient room for an ADA-approved exit, including a ramp, at a cost of about \$10,000.
-------------------	---

<b>ACTION</b>	Bill will draft a letter to the Selectmen asking them to make the improvements needed for a safe exit.
---------------	--

**COA/LIBRARY INITIATIVE**

BILL STERLING

<b>DISCUSSION</b>	Bill said Sarki and the Planning Board have discussed the possibility of negotiating with the Town Center developer to change the location of the municipal pad to a spot opposite Orange Leaf, have the developer construct the building (combined COA/library), and lease it to the town.
-------------------	---

<b>ACTION</b>	A motion for the COA to involve itself more directly with the Planning Board as it develops this idea passed unanimously (Onello/Zellen).
---------------	---

**FRIENDS**

BOARD

<b>DISCUSSION</b>	Denise said that the bylaws require two representatives from the COA board serve on the Friends of the Wayland Council on Aging board. Denise would like to resign but she cannot do so until the COA appoints her replacement. Nancy volunteered to serve as a representative, along with Mary.
-------------------	--

<b>ACTION</b>	
---------------	--

**DIRECTOR'S REPORT**

JULIE SECORD

<b>DISCUSSION</b>	Julie said that the tax work-off program is fully subscribed although some people chose not to apply because of the amount of paperwork. The staff will do an overview of the program for next year. The Holiday Shoppe is early this year so that it can take place before Hanukkah.
-------------------	---

<b>ACTION</b>	
---------------	--

**MISSION AND VISION STATEMENT**

BOARD

<b>DISCUSSION</b>	There was no time to discuss this agenda item.
-------------------	--

<b>ACTION</b>	The COA will plan an early evening meeting devoted to a discussion of the mission and vision statement in early January. Bill Z will check to see if the clubhouse at the Hills is handicapped accessible and, if so, if it is available for such a meeting.
---------------	--

**ADJOURNMENT**

<b>DISCUSSION</b>	The next meeting will be Monday, December 2, 2013 at 8 am.
-------------------	--

<b>ACTION</b>	The meeting was adjourned.
---------------	----------------------------