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TOWN CLERK

WELLFLEET COUNCIL ON AGING
MINUTES OF BOARD MEETING
MONDAY, FEBRUARY 23, 2004

PRESENT; Adele Anderson, Faith Driggs, Russell Holt, Priscilla Jenkins, Betty Kimball, Shirley Lauffer, Jacqui Wildes/Director

ABSENT; Frank Corbin, Dennis Cunningham, Arno Masters, Richard Orell, Steve Pechonis, Sandy Wonders

SECRETARY'S REPORT;

The meeting was called to order at 12:05p.m. by Priscilla Jenkins/Secretary, as Chair and Vice-Chair were not in attendance. There were no changes or additions to the minutes of December 29th, 2003 (the January 26th meeting was cancelled). Betty Kimball made a motion to accept the minutes as written, with a second from Shirley Lauffer. All Ayes.

DIRECTOR'S REPORT;

The staff and Jacqui did a "Team Building Exercise" in two sessions. After six months in the new building, there was some confusion about individual rolls, and some clarification was needed on building use.

Jacqui enlisted Susan Whelan (GDQ.Assoc.), a retired psychologist who specializes in developing organizations to work effectively together as a group. The entire staff, Jacqui, Terri, Linda, Sally, Adele, Iris, and Mary Louise filled out a questionnaire—Jacqui handed out copies of the forms the staff completed. A Subscale Analysis—the first form, had checkmarks beside a remark representing an opinion that at least three people had. The second paper listed Strengths of the Team, another Weaknesses of the Team, and lastly, suggestions on how to improve the Team. All opinions were confidential---no one knew what the other individuals had comments on. Jacqui said everyone had a good attitude about the questionnaire.

The goals of the Staff are primarily to clarify building use, focus more attention on planning and defining the role of staff, with frequent updates on clients, programs and policy. Jacqui plans to institute staff meetings every other Thursday morning at 8 a.m. starting Feb. 26th to go over any issues staff may have.

Iris would like to increase the luncheon program. Almost \$ 50,000. goes to Human Resources from the Town, of which \$4,000. a year goes to Elder Services toward the Meals on Wheels program. Our administrator, Tim Smith, feels there should be more accountability for the funds which go to various charities. Jacqui agrees with this, as did the Board members.

An override of possibly a half million dollars, according to Tim Smith, will be needed to cover the budget. If it doesn't pass, possibly (8) positions in the Town will have to be cut. The COA budget is level funded and Fin Com has approved it. Jacqui feels she shouldn't have a problem with cuts.

Betty Kimball asked about the status of a van for transportation. Jacqui does not feel the Town will support this. Betty then asked if the COA should be writing a letter about our needs for transportation and/or a bus service. Jacqui said at some time later on we will need to address this.

There will be a discussion at a future board meeting about getting some revenue from renting out the facility. It costs \$40. a day to keep the center heated and elec. this winter. The podiatry chair is at the center, "thanks" to Dennis Cunningham. Appointments have not been scheduled yet.

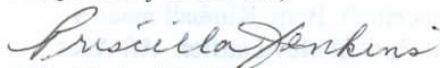
Methods for raising money for the center were discussed. A bake sale next summer which was so successful last year was one.

A suggestion was made to send a letter to some of our Board members who are not showing up for meetings regularly.

At 1:05p.m. Adele Anderson made a motion to adjourn, with a second from Betty Kimball. All Ayes.

The next BOARD MEETING is on MONDAY, MARCH 22, at 12:00 NOON.

Respectfully submitted,



Priscilla Jenkins/Secretary