

West Boylston Council on Aging Meeting Minutes
June 10, 2010

All members present

The meeting was called to order at 6:02Pm by Maureen Osthues, Acting Chairperson.

Secretary report for May, 2010 meeting were read, a motion was made by Fran McHugh and seconded by Janice Ash, motion past unanimously.

Marcia presented the Director's Report as follows: Managing for Results numbers and participation remain good, although Marcia stated she would like to see more participation in educational programs. Marcia presented a letter written by a disgruntled gentleman to Town Administrator, Leon Gaumond. The gentleman was upset that he was not interviewed for the 15 hour per week van dispatching job. Marcia explained she did not inter view him, because she felt he was overqualified since he had been a supervisor of Police, Fire, and EMS dispatching; she questioned if he would fit in at the Senior Center. She also pointed out that she did not interview all applicants, only 3. She hired the most qualified person, who had worked for over a year as a van dispatcher for a COA, and had volunteered at the West Boylston Senior Center. The person who was hired is very familiar with our computer system, our seniors, and how our van system operates. After much discussion, a motion was made and seconded to have Marcia draft a letter to this gentleman, stating the Board's support for Marcia's decision, and thanking him for his application. Marcia will email the letter to everyone, and we will vote on whether to send the letter at the next meeting. The motion passed unanimously.

Marcia reviewed upcoming programs for Jun, including the ice cream social on June 30th, Fox wood's Trip on June 14th, Tai chi first class on June 16th, and our Summertime Tea on June 21st.

Marcia reported that she has received no response from the Board of Health concerning our letter sent regarding written policies and procedures. Marcia also reported that we have been receiving donations in memory of Marjorie Hjelm, a former chairperson of the COA Board, who passed away recently. Marcia sent thank you letters to each individual and a list of the donors to her daughter. To date, we have received \$385.00, which has been deposited in the Gift Account. It was suggested Marcia acknowledge these donations in the newsletter, which will provide a means to let people know we do accept donations

Marcia gave an update on the recent Building comm. Meeting; stating they were looking to build a DPW on Tivnan Dr. They are also considering a Senior Center on the same site, attached to the other building.

Marcia reviewed the Worcester Area Elder nutrition Contract with the Board, and a motion was made, seconded and passed to accept the contract as written.

In new business, Officer's elections were held. A motion was made to nominate Janice Ash as Chair and Maureen Osthues as Vice-Chair; the motion was seconded by Chuck Hudson, and passed unanimously. . Marcia also reviewed the Town Administrator's request for any Capital Investments requests for the October town Meeting. No such requests needed by the COA.

Janice Ash made a request to rent several tables and chairs from the COA for her husband's birthday party. She stated that she would give the COA a donation of \$100 for the use of the tables. A motion was made by Chuck Hudson, and seconded by Janice Myers to allow Janice to borrow the tables and chairs; the motion passed unanimously with Janice Ash abstaining.

Marcia reported it is time for the board to start her annual performance review; she passed out forms given to her by the town Administrator. She was asked to send digital copies to everyone, who would in turn send their thought to Carol McGuiggan to put together. Ed Philbin asked for Marcia to write a summary of the 2010 goals. Marcia stated she would have it for the next meeting.

In old business, the Mission statement was reviewed; Ed Philbin made some suggestions for change; a motion was made, seconded and approved to have Marcia write up and email to everyone. A vote to approve the new Mission Statement will be taken at the next meeting.

A motion was made seconded, and approved to adjourn the meeting at 7:35PM

The next meeting is Thursday, July 8th at 6PM