

ECOA Board Meeting Minutes
September 18, 2020
8:30am

Present: Rosemary Cunningham, Steve Miller, Marvene O'Rourke, Dianne Durawa, Heidi Boyd, Nancy Ignacio, Administrator Lyndsay Famariss and Treasurer of the Friends of the ECOA, Janice Belisle

The meeting was called to order by Board chair Rosemary Cunningham.

Rosemary Cunningham shared a moving tribute and eulogy of Mary Jane Carpenter.

Welcome to Lyndsay: Rosemary Cunningham extended a warm welcome to new Administrator Lyndsay Famariss and formally introduced Lyndsay to the board.

Approval of the Minutes

Rosemary asked if there were any amendments, questions or additions to the proposed minutes of July 22 minutes – Upon motion by Marvene, seconded by Nancy, the minutes were accepted.

Budget: Rosemary Cunningham thanked Dianne Durawa for stepping into the Interim Director role and doing such a wonderful job. Dianne responded that it has been an honor and she has enjoyed being back at the ECOA and working with the staff. Dianne Durawa had emailed copies of the year to date budget (exclusive of salaries) as of September 17th. Dianne explained that we are coming to the end of the first quarter and noted some significant points in the budget. Dianne noted that two bills had been mistakenly paid twice- lawn maintenance and advertising in the MV Times. Dianne showed that some line items would not be accessed this year due to COVID. Dianne expressed her confidence in the budget and our state of affairs at this point in the year. Dianne pointed out that the Cash and Carry bills have been higher due to the meal delivery process and the need to purchase containers for the to go meals. If those expenses were to be picked up by the Special Account (as a food expense), that would alleviate some strain on the ECOA miscellaneous budget. Dianne asked if anyone had any questions regarding the budget, and Marvene noted that several categories had a lot of money left in them. She inquired as to whether we need to turn that money in to the town if we don't spend it. Dianne explained that the reason there was still so much left in the different categories was due to the time of year/first quarter and our expectation is that we will spend the remaining amounts. Should there be money that is not spent, it will go back to the town. Dianne explained that due to some expected upcoming expenses, she believes we will spend the amounts allotted in the budget by the end of the fiscal year.

Dianne and Lyndsay spoke about two pressing issues: the resignation of Diane Wall as custodian, and the need for a more comprehensive plan for cleaning. Lyndsay reported that she will be meeting with Matt Poole later that day to review the ECOA's compliance with COVID cleaning and sanitation protocols, and to start the conversation with him and eventually the building inspector on the number of people who can be in the

building (e.g. when the state allows an agency to operate at 25% capacity, how many people that would allow us to have in the building). Lyndsay reported on a phone meeting with James Haggerty and Kim Lucas to discuss ways the ECOA might approach our cleaning needs. Dianne pointed out that James Haggerty gave us the tacit permission to pull money out of our building maintenance or possibly go into a deficit to address this issue. Rosemary asked if there are any other questions from board members, and there were none.

Rosemary asked if Janice wanted to weigh in with a report from the Friends. Janice reported that the Friends budget is in good shape and they are happy to help out with the food program, if needed. She shared that the Friends supported a program Meris created to put hand sanitizers in the food deliveries and that there is an upcoming ECOA Halloween program that the Friends will also support. Janice reported that the Cottagers' Corner donated \$1000 towards the ECOA's meals program. She shared that their budget is in good shape and she encouraged Lyndsay to ask for financial assistance, should the need arise, including help with the cleaning of the building.

Administrator's report: Lyndsay updated the Board on the scheduling of staff to attempt to stagger the schedules to address the number of people in the building at any given time. Dianne pointed out that James Haggerty had alerted town employees that we are likely to be working remotely at least through the end of 2020.

Dianne brought up the building maintenance, including a recent visit from Jay Guest. She shared that we are looking into getting the front door repaired, repairing the pantry shelves and repairing the leaks in the upper deck/flat roof area. Dianne reported that Lyndsay will be meeting with Jay Guest to further address these issues.

Lyndsay will be working with Meris on programming and ways we might be able to reach people, especially with the season ending and during the COVID closure of the building.

Lyndsay reported on the Outreach support position that Katie Vieira holds, and our attempts to fund this position for the longer term. Lyndsay shared that she had applied to the Permanent Endowment for another \$2500 grant, there is an active application with the Vineyard Vision Fellowship and there is a grant awaiting consideration from the Executive Office of Energy and Environmental Affairs. Lyndsay spoke of getting a warrant article together for the town to vote on in the Spring to make this Outreach support position permanent.

Transition of Administrators

Lyndsay thanked Dianne for her assistance and guidance as she learns the ins and outs of the ECOA. Both Lyndsay and Dianne shared that they felt the training process was proceeding on schedule.

Director of Senior Services Report

Meris joined the meeting to share that there is Fish Distribution happening weekly and that the participants complied with the mask and social distancing mandates. Meris reported that the MV Times has donated newspapers to the ECOA and that they are available for pick up every Thursday and Friday. She shared that the hope is that older adults would also pick them up for friends and use it as an excuse to stop by to drop it

off to homebound friends. Poetry, Tai Chi and Strength Training are continuing; Ed Merck will be offering Mindful Meditation every week in October; Meris commented that she would like to get back to some lighter topics in October and that we will offer a reverse Trick or Treating the day before Halloween. Participants of all ages will dress up in their Halloween attire and visit older adults at their homes to drop off treats and spread some cheer. She reported that Tom Dresser will give a book talk stemming from his soon-to-be-released book, "Ghosts of Martha's Vineyard" (and there is something about The Anchors in the book!). Meris shared that the hearing specialist Shawn Woodbrey is waiting for our green light to come back to The Anchors, but that we are awaiting more direction from Board of Health agent Matt Poole and building inspector Reade Milne on how to make this and other programs a safe option for our seniors. Meris shared that she is researching options for pedicure and foot care needs for the older population, as she hasn't heard back from the person who has offered these services at The Anchors in the past.

Meris reported that she is looking forward to celebrating Veterans Day and using an idea of Katie Vieira's to use the Anchors' participants' photos of their time in service as a special spread in the November newsletter.

Steven Miller asked Meris if she felt she had adequate IT support for participants who are not as comfortable on Zoom, and asked whether the town is supporting these efforts. Meris answered that while the town provided us with a basic Zoom account at the beginning of the pandemic, she reached out to the Friends to get financial help to pay for an annual subscription to Zoom. Meris explained that she is available for consultations to any older adults who might need more help with the Zoom programming.

Steven expanded on his question, explaining that he wondered if our Outreach staff had problems reaching older adults who aren't Zoom savvy. Meris responded that she felt that many of the people the Outreach staff serves don't use Zoom, but that the Outreach staff meets with them at their homes. She shared that Health Agent Matt Poole had told her that home visits are OK, as he is more concerned about isolation than he is the risk of COVID. Meris shared that the Friends of the ECOA purchased chocolate covered cranberries that Meris is planning to take to people's homes for visits.

Outreach Report:

Outreach worker Victoria Haeselbarth joined the Zoom meeting to give her report. She welcomed Lyndsay on board as the new Administrator and shared that she is happy we are now fully staffed. Victoria reported that she has been hearing from people from off island who are now planning to live on MV year-round, and that she feels this will affect the numbers of older adults we serve. She introduced us to a new client, an 88-year-old former professor who is now living in her vacation home year-round. Victoria met with this woman outside at her home and described the different ECOA programs she might benefit from, including the EMT visits to replace her smoke detectors. Victoria elaborated on the EMT program and stated that the fire chief has given the OK for the EMTs to go into people's homes as needed for this program. She shared that she has four visits next week, and that she feels that we are getting caught up on some needs that have been put off due to COVID. Victoria also reported that we should be hearing

back from the Executive Office of Energy and Environmental Affairs about a large grant that we applied to earlier this Fall.

After Lyndsay asked whether anyone had questions for Victoria, Marvene asked her if she has had need to file claims with Protective Services during COVID. Victoria shared a story about filing a Protective Services report on a woman who is living in a tent, but the case was screened out. Victoria shared that she suspects that many of these cases are screened out due to the establishment of a person having the capacity to make a decision. Victoria shared that she contacted Karen Tewhey of Harbor homes, who may be able to help those who are homeless through a \$30,000 grant that she will receive in the near future.

Steven Miller inquired of Victoria whether she feels there is adequate PPE for the homeless population. Victoria responded that she has provided some PPE to two unsheltered people, but only one accepted.

Marvene asked about whether Protective Services in general has been responsive, and Victoria responded that she hasn't had to call on them as much (during COVID), but that she has found them to be less responsive in general. Victoria expanded her concerns about Elder Services to include the inability of Elder Services to provide staffing for home care and shoppers, and she expects the ECOA outreach staff to try to fill some of those gaps in services. She gave an example of a couple who are homebound and in need of shopping assistance, and explained that our volunteer had been doing the shopping, but needed to step back. Victoria shared that she has contacted MV Community Services, Elder Services, and the MV Donors Collaborative to try to find a replacement shopper, but so far, she has come up empty.

Friends of the ECOA Report:

Janice reported that in this time of need, the Friends are available to help with fuel needs, and that we should call on them as needed.

New Business:

Rosemary asked if there were any new business, to which there was no response.

Rosemary Cunningham adjourned the meeting at 9:31am.