

**EDGARTOWN COUNCIL ON AGING  
BOARD MEETING**

June 15, 2018

**MINUTES**

The meeting was called to order at 8:30 am by Chair Jay Sigler. Also present were Co-chair Rosemary Cunningham, Heidi Boyd, Marvene O'Rourke, Administrator Paul Mohair, and Janice Belisle from the Friends of the Edgartown Council on Aging. Steve Miller, Nancy Ignacio, and Mary Jane Carpenter, Edgartown residents who are interested in joining the Board, attended also. Everyone introduced themselves to each other.

Jay read a few paragraphs from our Board manual describing the voluntary advisory nature of the Board, its relationship to the Administrator, and how the program is managed or "governed." He also discussed budgetary and financial oversight. Jay also explained that the Board makes and creates policy for the management and staff to implement or carry out. Paul passed out copies of the ECOA by-laws to Steve, Nancy, and Mary Jane.

**Friends of ECOA Report** Janice Belisle, the Friends' treasurer, was present to give a report. Jay explained a little about our Friends. Janice said they had their regular and annual meeting recently. Although the Friends are doing well financially, they felt it appropriate to do their annual appeal. The Friends also created a subcommittee to review their by-laws and agreed to continue working with the COA, Fire, Police and EMTs, to do outreach to Edgartown seniors that are home-bound or may not make it into the Anchors. Janice also reminded everyone that the Friends donate \$11,000 per year to a fund which supports, among other things, strength training, yoga, and tai chi classes, as well as trips and other programs. Friends also provide fuel assistance, funds for transportation, and other support for needy Edgartown residents.

**Minutes** Copies of proposed minutes from the May 18, 2018, meeting were distributed and read. Jay reviewed the minutes, mentioning some of the actions taken at the last meeting. Upon motion by Marvene, seconded by Rosemary, the minutes were unanimously adopted. Jay also said the meetings are advertised and posted, and are public meetings.

**Budget** Paul distributed the budget report of year to date expenses as of June 13th. Jay explained the Board's oversight and our expenses. Paul said the end of June is the end of our fiscal year. He further explained there were a number of repairs needed earlier this month, including a short in the underground electric cable serving the Anchors and resulting phone system malfunction/damage, our commercial dishwasher stopped working, and driveway potholes needed filling in.

Paul said the dishwasher repair cost about \$990. He does not have this amount remaining in the budget for the dishwasher. He will have to go to the town Financial Advisory Committee for the repair money. Paul presented the invoice/receipt for the repair as well as the FinCom request form which Jay, as President, must sign. Rosemary moved, Marvene seconded, and the Board voted unanimously to approve the request, which Jay then signed.

Paul said, otherwise, the budget is in good shape and we have the funds to see us through the

end of the fiscal year, June 30<sup>th</sup>.

Repairs to the Anchors and our parking lot were discussed.

**Administrator's Report** Paul described the new door installed by the kitchen entrance. It is steel with a new lock, paid for with our state grant money.

Staff morale is good and our attendance is up. Summer lunches have been well attended as have most programs. Responses to our survey have been informative and helpful.

All town employees get a raise effective July first, which is good news.

Jay advised this is the point of the meeting where questions may be asked of the Administrator about anything at all by anyone. There were no questions.

Wendy was then called to the meeting.

**Director of Senior Services Report** Wendy entered the meeting. She distributed the June newsletter and calendar to those who did not have them. Wendy described this day's activities as an example of what we are doing, event-wise. We begin with today's Board meeting. Wendy then prepares and serves coffee, tea, and snacks for the conversation group which meets for a few hours. We have 48 people signed up for lunch. Paul and Wendy will set up and clean the tables and chairs. Volunteers will set the tables with napkins, placemats, condiments, water and cups. After lunch, three tables will be prepared for our mah jong group.

Also after lunch, a woman from "Cap-Tel" phones will demonstrate a phone system that includes voice-recognition software that displays whatever the caller on the other end is saying. The phone is free for anyone who can document he or she is hearing-impaired. The company will install the phone with a representative who will instruct how it works and is used.

Also after lunch, a hearing specialist will perform examinations, or check-ups, and test hearing for those who are interested. There was discussion.

Wendy showed the latest edition of the "55 Plus" insert from the MV Times which includes our COA activities for the month which she drafts, edits, and submits for publication. Paul said we also have our own website which posts all our information and activities. Wendy also sends out email "blasts" regularly advising of programming or changes to the schedule.

Janice asked about mailing our newsletter to those who do not have email. Wendy and Paul agreed this is a good idea and would mail them to whomever would be interested.

Our MySeniorCenter data base, events, activities and statistics were also discussed. Wendy handed out a typical activities report. There was general discussion about our trips, activities, and programs, and how much they are appreciated by our community.

Paul said Wendy also manages our Friends' annual \$11,000 donation which supports programs Janice mentioned previously, our COA department's special account which funds our lunches, and that Wendy is the Director of our volunteers.

Wendy then left the meeting.

**Outreach Report** Victoria entered the room and introduced herself. She spoke briefly about the elderly Edgartown man who recently drove through a town storefront window and the efforts taken to have him stop driving. She also mentioned our involvement in locating a missing wandering woman with dementia, who was eventually found in a neighbor's home. The police referred the case to us and we, in turn, referred the case to Protective Services.

Our collaborative outreach with the Fire and EMT departments was discussed, including the installation of smoke detectors. Victoria recently attended a food stamp training. She said the demand in Massachusetts has increased over 20,000 in the last month and that the state gets 5,000 calls a day for food stamps. Consequently, the state has created an office to process applications from seniors.

Paul reported that we are moving forward with our attempt to get a full time Protective Services case worker on the island. Marvene described the arrangements to have our state representative, Dylan Fernandez, meet with the island COA directors in this regard. There was discussion.

Victoria mentioned a web site, [www.clearhealthcosts.com](http://www.clearhealthcosts.com), which compares health care and costs for various procedures in different parts of the country and state. Victoria then left the meeting.

**New Board Members** Marvene moved, Rosemary seconded, and the Board unanimously resolved that it accept and approve Steve Miller's "application" to be on the Board. Paul will so notify the Board of Selectmen who will then make the appointment.

Paul said he would prefer to speak with Nancy and Mary Jane after this meeting to determine if they'd like to be on the Board before the Board formally moves to have them join.

Nancy and Mary Jane said they had no further questions about the Anchors, Board, or operations.

**New Business** There being no new business, the meeting was adjourned at 9:36 am.