

**EDGARTOWN COUNCIL ON AGING  
BOARD MEETING**

June 21, 2019

**MINUTES**

The meeting was called to order at 8:25 am by Chair Rosemary Cunningham. Also present were Board members Jay Sigler, Mary Jane Carpenter, Nancy Ignacio, Marvene O'Rourke, Heidi Boyd, Stephen Miller, and Administrator Paul Mohair. Janice Belisle, our Friends' Treasurer, was also present.

**Minutes** The minutes from the May 17, 2019, meeting were unanimously approved and adopted as proposed.

**Budget** Paul presented the budget expense report as of June 17, 2019. There was general discussion about line items and the balance going into the end of the fiscal year [June 30th]. Paul said we will end the fiscal year this month without going into the red. There were no questions.

**Special Administrator Search Committee Report** Rosemary gave each of the Search Committee members a file folder for our Committee work. Rosemary discussed some of the work she had done with Paul and Jay since the last meeting. Paul related some of the history of the Department, its job descriptions, and reorganization in 2010. Paul described how both he and Wendy developed their jobs and duties over the course of working together and sharing responsibilities. Paul emphasized the Administrator has to be in the building focusing on programming and the needs of residents who are in the Anchors, may call from home, or walk in.

Marvene suggested drafting interview questions that pose situations or scenarios which would reveal candidates' aptitude and ability to perform with other staff as a team member.

Jay reiterated it is important to have an Administrator whose main concerns are maintaining the Anchors, programming, outreach, and serving our seniors. Rosemary agreed that the questions asked candidates should include scenarios and hypotheticals. There was discussion. Nancy said questioning should come from each Board member so that questions will be varied and responses from a candidate will be directed to each individual Board member. Paul agreed to be present at the interviews.

At the Board's previous request, Paul determined that "boxed" ads for the position in the MV Times and Gazette will cost about \$600 a week, or \$1,800 for the three weeks the town by-laws require it be published. Paul will also place ads in state-

wide web sites and publications. Rosemary asked if there might be more money somewhere for the ads. Paul answered he asked our Friends and they refused. The cost will be a miscellaneous expense from our annual budget. There was discussion.

Paul said he intends to give notice to resign the end of the month so that his last day will be October 31<sup>st</sup>. The advantage of hiring a replacement who is an island resident was discussed as well as resumes and general qualifications.

Steve asked the importance of the physical aspects of the job and, if someone does not possess strength or is handicapped, will the applicant automatically be disqualified? Paul said Kim, the Town Human Resources Director, has indicated this is legal and appropriate. Paul reiterated the job is often very physical and includes the ability to carry heavy boxes up and down our basement steps. At Jay's request, Paul read the ad's physical strength requirement. Mary Jane agreed this is a totally legitimate condition of employment. There was some additional discussion.

**Administrator's Report** Paul explained how the town is automating its payroll and attendance. Programs are doing well and we intend to keep programming simple and routine for July and August for Meris who is adapting well to her job. There was some discussion. Paul shall increase \$2 Tuesday lunches to \$3, which will generate an additional \$1,000 a year. Everyone agreed this is acceptable. Rosemary asked if Friday lunch will continue at \$5, to which Paul answered yes. Paul said that administratively the staff is performing very well but understandably a little nervous about the Administrator position. Paul has been assuring them we will continue on as always and probably with some improvements. There was discussion and no further questions.

**Friends** Janice said the Friends recently met for their annual meeting and fund raising appeal letter. She reported their finances are excellent. There was general discussion. They recently purchased twelve lockboxes for our EMT coordinated outreach visits. Janice added they continue to discuss plans for expanding the front room. Paul said they'd need approval from the Historical District Commission and other town boards and that parking is always the big issue. Parking was discussed, including converting the lawn to parking spaces, with no real solution to the parking "problem." Mary Jane said that there's something to be said about having such a nice facility for our residents and keeping it nice.

**Director of Senior Services** Wendy entered and handed out gifts and cards to each member of the Board, expressing her gratitude and appreciation for their

support.

Wendy said Meris is already working on a number of director-related projects, including our info for the MV Times “55 Plus” section, the newsletter, planning two Advanced Care Workshops, and some movies. Paul discussed the reason for Advanced Care Planning Workshops and having a health care proxy.

Steve recommended a related book, Being Mortal: Medicine and What Matters in the End, by Atul Gawande.

Wendy said the Vineyard Sound will perform next month and we’ll have another Coffee With a Cop next week. Wendy advised we made a conscious decision to not do too much extra programming until Meris is up to speed. Wendy observed Meris is very organized and a quick learner.

Wendy expressed how much she will miss everyone, and Paul reminded that we are having our lunch to honor Wendy today. Wendy then left the meeting.

**Outreach** Victoria entered the room. Victoria said the EMT outreach is going well and that she, Marvene, and two EMTs visited two homes with more scheduled.

She said she is distributing and installing lockboxes donated by our Friends.

Victoria described a recent Safe Seniors referral from the police. An elderly man is losing his caregiver and housing. He may have some dementia and limited financial resources. She will be looking for subsidized and assisted living for him. She discussed state-wide assisted living waiting lists and the procedure for accessing same. He may have to go to a homeless shelter. Housing shortages and their impact on island children were discussed.

Paul asked Victoria to speak about recent Protective Services experiences. She discussed a recent case and an unpleasant interaction with a PS worker. Paul said he, Victoria, and Marvene met yesterday to edit a letter from Paul to Bree Cunningham, Director of Elder Services, demanding an island case worker, copies of which will go to our state representatives. There was discussion about pursuing this at the state legislative level. Nancy asked if the reputation of the island as a playground for the rich negatively affects the quality of Protective Services. Paul answered no doubt, and also an out of sight, out of mind mentality. Victoria noted Governor Baker is very much interested in increasing services to the state’s elderly population. There was more discussion.

Victoria noted she took a ServeSafe course and is now certified in food handling and preparation.

Paul shared that the seniors bought Wendy a wampum bracelet, and Victoria has a scroll a client made for Wendy for everyone to sign. Victoria brought in the scroll and bracelet for the board to see. Victoria then left the meeting.

There being no new business, the meeting was adjourned at 9:45 am.

The next scheduled meeting is September 20, 2019.