

**EDGARTOWN COUNCIL ON AGING
BOARD MEETING
January 19, 2017**

MINUTES

The meeting was called to order at 8:33 am by Chair Kevin Ryan. Also present were Board members Heidi Boyd, Olga Church, Jay Sigler, and Paul, the Administrator. Glenn Carpenter had advised he would not attend.

Minutes Copies of proposed minutes from the December 15, 2016, meeting were distributed and read. Upon motion by Kevin, seconded by Olga, the minutes were adopted unanimously.

Budget Paul distributed copies of the budget report with expenses as of January 13th. Expenses are about where they should be at this point in our fiscal year. There was general discussion and no specific questions. Paul mentioned department presentations before the town finance committee are happening and that we should get a date soon to go before the committee with our 2018 fiscal year proposed budget. A board member should go with Paul before the committee. There was discussion.

Administrator's Report Paul mentioned the COA department annual report he had submitted to the town and provided our board members. He said the Anchors statistics for seniors served in 2016 were in the report. He also noted that our system recorded 144 "new" people in 2017 who had not previously been served by the Anchors staff. Paul thinks that not all people who come to the Anchors are checking in or "swiping" at the MySeniorCenter kiosk upon entering and that, therefore, our true numbers are, in fact, higher than those recorded. There was a discussion on possible solutions to this problem.

Paul requested a resolution allowing Wendy to carry four vacation days past her anniversary date, February 9, so that she will have nineteen vacation days in her coming year. Upon motion by Kevin, seconded by Jay, the resolution was passed, providing that the extra four days must be used before her next anniversary date in 2018.

Paul said he and Wendy, at Olga's suggestion, were creating a rack card-sized handout that will contain basic info about the department for outreach that will be easy to distribute and pass out around the island. Responding to Kevin, Paul said it will be an all-purpose card to hand out to visitors and islanders, and place in businesses, including the Thrift Shop, town hall, and the library. This will be in addition to our monthly newsletter.

Olga mentioned a volunteer organization in Scottsdale, Arizona, named "Duet," which matches volunteers with need. There was discussion.

Administrator's Evaluation Paul will be on vacation February 28th, through March 6th. His annual evaluation should be completed before March 1st. He distributed the evaluation forms. Kevin asked that any feedback in this regard should be emailed to him. Kevin will then draft the evaluation, review with Jay, and anyone else who would like to see it. Paul will provide board member email addresses to everyone. Kevin will complete the evaluation before our meeting next month.

Director of Senior Services Report Wendy then entered the meeting. Wendy said Olga and Katy Fuller are giving a presentation and exhibit from the museum in March. She said our bowling program is very popular. Wendy is also planning a pizza party at the Loft, which has games and entertainment. When the new floor is completed at the Boys and Girls Club, we will start up our weekly walking program. Wendy also has movies planned in February and March. We will have a program explaining the library internet CLAMS system, as well as another iPad and iPhone class. Our next newsletter will combine February and March. Wendy mentioned two or three possible trips. There was discussion. Wendy thanked the Board for allowing her to carry her four vacation days.

Friends of ECOA Report Paul reported the Friends still have not met since last spring. They donated to us \$10,000 for programming this year as they do every year. There was discussion. He said he has spoken with Janice and is in regular communication. There are no outstanding "issues" with the Friends. Jay encouraged Paul to push the Friends to meet and do some planning regarding their resources and contributions to the Anchors. There was general discussion concerning how to move the Friends forward.

Outreach Report Victoria came to the meeting. She had just attended a meeting of the Dukes County Health Council for which she is heading up a communications subcommittee to inform the island public about what the Council does. She talked about updating its web site and publishing a monthly column. There was discussion. Victoria said she just got back from her vacation. A case involving Island Elderly Housing was discussed. Victoria told the Board about our state grant funded part-time outreach worker, Emily Serge, who started work the beginning of the year. Emily just got her masters in social work at Montclair College in New Jersey. Emily has interned as a social worker; this is her first employment as such. She also helps with our dining room and kitchen on lunch days. Victoria mentioned helping one of our seniors who was released from the hospital prematurely. Victoria is helping arrange for home care givers. Different options were discussed. Paul mentioned Victoria's fifth year anniversary as our outreach worker was yesterday. Victoria then left the meeting.

Center for Living Report Paul read a portion of the recent Center for Living annual report submitted to the town by Leslie Clapp. It read, in part:
Work continues on the VNA building which it rents from the county. A sprinkler system is being installed. Plans for renovations have been drawn and bids from contractors should be in by the end of January. It is hoped the C4L will take occupancy "no later than fall of 2017."
There was discussion.

New Business There was no new business.

Kevin noted the next Board meeting is February 16, 2017.

Upon motion by Jay, seconded by Olga, the meeting was adjourned at 9:35 am.