

EDGARTOWN COUNCIL ON AGING
BOARD MEETING
December 19, 2013
MINUTES

The meeting was called to order at 9am by Chairperson Chris White. Present were Board member Nancy Shemeth and Administrator Paul Mohair. A quorum was not present; it was agreed that this meeting would be informational and any Board action or resolutions would be addressed at the next meeting.

Minutes proposed minutes will be presented at next month's meeting.

Budget Paul distributed copies of the year-to-date budget report, current as of November 12th. Paul footnoted the miscellaneous expenses, which are mostly Cash and Carry expenditures for non-food lunch items such as paper products, to-go containers; also, appliances, furniture and technical equipment. All expenses and line items were reasonable and acceptable. There was brief discussion. Nancy asked when the COA budget for Fiscal Year 2015 is due and if Paul had it prepared. Paul said it was due later this month and that he has the new budget entered in the town computer; he is waiting for Leslie's figures for the Center for Living to complete the ECOA budget.

Program and Volunteer Report Laurie and Wendy then came to the meeting. Laurie said the special account has a balance of more than \$2,300. This is the account from which we pay for the food for Diane's lunches. Laurie said she has been meeting with Victoria to transition and transfer her outreach clients to her and Wendy. She will also be working with Wendy over the weekend and some nights to train and introduce her to some of our outreach seniors. Wendy will officially start December 4th. Laurie described some recent activities and events. The Board acknowledged this is Laurie's last meeting before her retirement and recognized her 28 years of service and dedication to the Anchors and presented her with a gift. Laurie's last day at the Anchors will be November 22nd. There was discussion. Laurie and Wendy then left the room.

Outreach Report Victoria is attending a CORE meeting at the MVCS, and could not come to the Board meeting. Moving our Board meeting up one week this month created the conflict.

Friends of ECOA Report No one from our Friends was present but Paul reported the Friends were generously covering almost all expenses for Laurie's open house this afternoon.

Administrator's Report Paul said he had no capital improvements over \$100 thousand to request, but was looking into more air conditioning for the Anchors and what type would be the most efficient and effective. He did have a contractor in to inspect and then draft a proposal. Paul said the staff and seniors are thrilled Wendy has been hired as the Director for Senior Services; everyone agreed she is a perfect fit for the job, and is very upbeat and optimistic about Wendy coming to work at our COA.

Paul said he had called the other candidates informing them the position was filled, including Emily Hoyle, to whom he relayed the Board's positive impressions of her and interest should another position become available.

MVC4L There was no one present from the MVC4L. Paul said that last week he attended an all day meeting of a task force that reported on the findings of the Rural Scholars survey. The meeting was large and drew together most of the town agencies and social service groups that serve the elderly. Among other things, they reported on the importance of the Center for Living, its services, and the Supportive Day Program; and its need for its own building, facility, and home base.

Director of Senior Services, New Hire In response to Nancy's question, Paul explained Wendy had been hired according to the town pay scale, at step one of pay grade 9, for Director of Senior Services, or \$26.50 per hour, or about \$55,000 per year. Paul said the town personnel bylaw requires the opening salary to be published with the notice of job opening, which he did.

New Business Paul said the handicap ramp is being repaired by Burnham and Magnuson, the people that built it, and that Whit Hanschka is installing a bronze hand rail, as he did at St. Andrew's. Paul said he put the hand rail out for a solicitation of quotes and that Whit was the lower of the two quotes, by about \$7,000.

There was general discussion about the budget and personnel expenses.

The next Board meeting is December 19th, next month.

There being no more business, the meeting was adjourned at 9:40am.