

**EDGARTOWN COUNCIL ON AGING
BOARD MEETING
MARCH 20, 2014**

MINUTES

The meeting was called to order at 8:35 am by Chairperson Chris White. Present were Board members Olga Church, Glenn Carpenter, Nancy Shemeth and Administrator Paul Mohair.

Minutes Copies of proposed minutes from the February 27, 2014 meeting were distributed and read. Upon motion by Glenn, seconded by Olga, the minutes as proposed were adopted unanimously.

Budget Paul distributed copies of the budget report with expenses as of March 10, and as reported by the town accountant and town bookkeeping system, MUNIS. Paul said he will have to shuffle some money from different non-personnel line items to cover the miscellaneous spending overage; there should be adequate surpluses in our telephone and building maintenance line items to cover it. At Olga's request, Paul explained next year's budget will have a line for "new equipment" which will more accurately reflect where this money is being spent. Answering Glenn, Paul explained the COA has a "special" account maintained by the town, out of which we pay for the food for our lunches. The deposits into this account are generated by the money we charge for our lunches and donations. The special account was created specifically for our lunch program. Paul said our COA has no other accounts other than these two accounts out of which all COA expenses are paid. Funds can only be disbursed from these accounts upon approval by the town accountant and treasurer. Paul said there are no other accounts or funds run by or out of our COA; there are no other check books or accounts in the Anchors out of which funds are disbursed or collected. Donations to our Friends, a corporate nonprofit, stay with the Friends; Friends do not donate cash to our COA, but support us by funding building improvements or subsidizing services to our seniors, such as the cost of a bus for an Anchors sponsored trip. The Friends account has no connection whatsoever to the town. There was general discussion.

Program and Volunteer Report Wendy then came to the meeting. She distributed a draft of the April newsletter and calendar. There was discussion. Olga mentioned her cooking demonstration with Shirley Craig. The Wegmens trip, Cape bike ride, and tai chi classes were discussed.

Wendy explained money collected for lunches go into the special account. Money collected from exercise and yoga classes no longer go through the town account. They are collected directly by the instructors. The instructors are subsidized by our Friends. Everyone agreed it is a good thing to publicize how much our Friends have donated by way of support to the Anchors and its programs and we should produce public acknowledgment on a regular basis. There was discussion.

Outreach Report Victoria entered the meeting and spoke about energy assistance programs, in light of the harsh winter. There was discussion about the different programs available to islanders. She then spoke about her memory loss support group and related issues; Victoria recently attended an Alzheimer's conference in Hyannis. There was discussion about how to get

more people interested in joining the memory loss group. Chris asked about Victoria's clients; Victoria thanked Chris for her restaurant's donation to our senior meals program. There was more discussion about the program, including volunteers to deliver meals. Victoria then left the meeting.

Friends of ECOA Report No one from our Friends was present.

Administrator's Report Paul said he and Wendy attended the island Health Fair at the hospital last Saturday which went well. He also said he was just appointed to be a notary, a service he will provide at the Anchors. He said the kitchen is getting a new refrigerator and a "chill blaster" which flash freezes food in less than a minute. Our cook Diane says these will help immensely in food and lunch prep and service. These are being paid for by our annual formula grant from the state for which every COA can apply. The amount of the grant is determined by the number of seniors in our town.

Staff morale and performance continues to be excellent. All feedback has been positive and complimentary. To answer Olga, Paul said he was told he will be receiving a letter from the town Personnel Board advising of its decision that Wendy's start date will be the day she started with the Center for Living and that she may carry her sick days and accumulated time to the COA department. Paul has heard nothing from the state about our cook's proposed job description and classification change.

Paul gave the Board a card from Diane, thanking them for the sympathy gift basket.

Paul said he attended the MVC4L Board meeting this week at which Karen Achille advised the county administrator and the C4L have created a building design. An RFP for its construction will hopefully be out this spring.

Paul said he and Chris recently completed his evaluation and thanked the Board for the positive rating and compliments. Paul also completed Donna's review this month which was positive.

Gatekeepers Chris asked about a meeting that was to take place with the town health department. Paul said the project has seemingly been taken over by the Healthy Aging Taskforce and its subcommittee. There was discussion about the scope and purpose of the Gatekeepers, whether it should include groups beyond seniors. Paul said he will stay advised of the Gatekeepers' progress through the Healthy Aging Taskforce. Chris said she will also be involved. There was discussion about island needs, the homeless, and housing.

MV Center for Living No one from the MVC4L was present.

New Business Olga asked about Board terms and officers. Nancy said her two terms are up in May. Paul said he will have information on all Board members terms at the April meeting at which time a proposed slate of new officers will be nominated to be appointed in May. A new member will have to be found to replace Nancy. Each member is allowed to serve two three-year terms, or less.

Upon motion by Olga, seconded by Nancy, the meeting was adjourned at 9:40am.