

EDGARTOWN COUNCIL ON AGING
BOARD MEETING
February 16, 2012
MINUTES

The meeting was called to order at 8:30am by Chairperson Nancy Shemeth. Also present were Board members Judy Hathaway, Olga Church, Chris White, Madeline Fisher, the Friends of ECOA President, and Administrator Paul Mohair.

Minutes Upon motion by Chris, seconded by Judy, the minutes of the January 19, 2012, meeting were unanimously approved.

Administrator's First Annual Personnel Evaluation Nancy explained she had originally completed Paul's evaluation on the wrong evaluation form. She thereafter retrieved the correct form from Marilyn in Personnel and completed it using information she had gathered from the other Board members, combining their evaluations with hers. She showed the evaluation to Paul earlier who added his comments. The evaluation was positive and recommended a merit raise from Grade 11, step 2, to Grade 11, step 3. Upon motion by Olga, seconded by Judy, the evaluation was unanimously approved. Paul thanked the Board. The evaluation will be returned to Marilyn with the payroll status change form.

Budget Paul presented the budget report, including year-to-date expenses as of February 13, 2012, giving copies to each Board member. He said all expenses are in line with the year-to-date budget. Paul said the unused balance should cover the remaining expenses until the end of the fiscal year. There was discussion about supplies, membership dues, and building maintenance.

Program and Volunteer Report Paul said Laurie was out sick, so there would be no Program and Volunteer Report. Paul said we had about 43 active volunteers. Paul said more men have been coming to the Anchors with the Men's Stretch Class, Breakfast, and Book Club. He said all these have been well attended and seem to be gaining their own momentum.

Friends of ECOA Report Madeline advised the Friends had met to discuss the will of Audrey Richard in which they discovered Audrey's intention that the money she left the Friends be used for the maintenance and repair of the Anchors' ground floor and the large room we use for activities and meals. They will discuss painting the downstairs and other improvements. The Friends have consulted with two decorators in this regard. There was discussion about fundraising and the Friends' plans this year. They

will be sending an appeal letter in June, and plan an event in the summer. The next Friends meeting is Tuesday, February 21, at 3 pm.

ECOA

Outreach Victoria, our outreach worker, was unavailable to give the outreach report. Paul said he was happy with Victoria's progress and thought she was performing very well. Paul and Laurie are meeting with Victoria regularly to provide supervision and review her work.

Administrator's report Paul said he did annual evaluations for Donna and Laurie. Donna had her 3rd year anniversary; Laurie, her 26th. Paul said their evaluations went well, each identifying areas in which she would focus on improvement. Paul recommended Donna for her merit increase from Grade 4, step 3 to Grade 4, step 4; and that Laurie get her 26th year anniversary longevity "bonus." Paul explained the annual one-time longevity payment. He advised the department was running well; all staff were performing exceptionally, there appeared to be no conflict and our seniors seemed happy with the meals, programs, and activities.

Building Concerns Paul said he was still working with Crane's Appliance to get our new stove. He advised the second half of our Formula Grant was not yet paid and that Crane's would not sell us the stove without the full payment. He expects to receive the second half of the grant next month. There was some discussion. Paul explained he had researched the cost of the stove from every dealer within one hundred miles and, because of the shipping expense, Crane's was the least expensive seller of the stove. There will be a thousand dollar cost to install the stove because of new code requirements for safety features and exhaust. Paul explained the state formula grant, that it comes in two equal payments. Madeline said she would take up the cost of the installation with the Friends. Paul said the Town IT guy, Adam, will order and help install our new TV soon, maybe next week. Paul advised he had Cris Chandler inspect the Anchors roof recently. Chris found some loose shingles on the southwest side of the house that needed to be secured, repaired. He said the damage would cost about four hundred, fifty dollars to repair and could wait until July without risk of any further damage. Paul said he would rather wait until after the end of this fiscal year to incur the expense. Paul also advised the boiler/hot water heater had been serviced and cleaned very recently.

MVC4L Paul advised he had attended the MVC4L board meeting the previous Friday on February 10th. He said the meeting moved along fairly well, went about an hour and one-half. Paul reported that they expected to hear about the state grant to build a facility at the airport before the end of February. The MVC4L will rent the building from the County. If approved, the grant will supply \$400,000 in seed money to begin construction. They have an architect lined up and would, ideally, be able to take occupancy in two years. Chris asked if the Social Day Program could be moved to another space in the meantime. She thinks there may be space at St. Andrews that is not being used on the days the program uses our building, on Monday and Wednesday. There was discussion.

There being no further business, upon motion by Olga, seconded by Judy, the meeting was adjourned at 9:45am.