

EDGARTOWN COUNCIL ON AGING
BOARD MEETING
June 21, 2012
MINUTES

The meeting was called to order at 8:40am by Chairperson Olga Church. Present were Board members Janice Hathaway, Kevin Ryan, and Administrator Paul Mohair.

Minutes Upon motion by Janice, seconded by Kevin, the minutes of the May 17, 2012 meeting were unanimously approved.

Board Members, Chair The Board recognized and welcomed Kevin Ryan who replaced Judy Hathaway as Board member. Kevin has previously sat on our Board and is extremely familiar with the Anchors' history, board, and staff. Everyone agreed Kevin is a great resource and will be an asset to our COA.

Paul distributed copies of memos from the Selectmen dated May 22, 2012, and May 20, 1988 reminding the Board that a Board member "...shall not serve as Chairman for more than one year during his or her term of office, except under extenuating circumstances and with prior approval of the Board of Selectmen." There was discussion.

Board Meeting Summer Schedule Continuing with the discussion from last month, Olga proposed that the next Board meeting take place in September, and that there be no meeting during the summer months of July and August. After some discussion, upon motion by Jan, seconded by Kevin, the Board unanimously resolved that the next meeting take place on the third Thursday in September, with the provision that one will be held earlier if Olga and the other Members deem it appropriate.

Rotary Club Request for Pancake Breakfast at Anchors, August 4th and August 5th
Paul presented the Rotary Club's request to use the Anchors building for its annual pancake breakfast on August 4th and 5th this summer. Paul explained that the Rotary Club had been doing this at the Anchors for years, that it was always successful and that the Rotary always left the facilities as they had found them. The Club will use the 4th to prep and have the breakfast on the 5th. Upon motion by Jan, seconded by Kevin, the Board unanimously approved this use of the Anchors by the Rotary Club.

Star of the Sea Women's Group Request to Use the Anchors every Thursday, 5:45-8:45pm
Paul presented the Star of the Sea Women's Group request to use the Anchors every Thursday evening for a meeting space. The group will not need kitchen facilities or any other part of the building except a room downstairs. Paul said he was familiar with the group, that it is a women's support group focused on family and relationships. At present, it does not have more than ten members who meet. There was discussion. Paul said he will ask for the \$25 fee, per our policy. Kevin said it is a good idea to allow local community groups to use the Anchors

whenever requested, assuming the use complies with our policy. Upon motion by Jan, seconded by Kevin, the use of the Anchors as requested by the women's group was unanimously approved.

Resolution Authorizing Administrator to Sign Vendor and Payroll Warrants

Paul distributed a copy for the May 16, 2012 memo he received from the Town accountant wherein, in lieu of a majority of the Board members signing all payroll and vendor warrants, one employee could be authorized to sign. Paul proposed he, as the department Administrator, be authorized to sign all warrants. There was some discussion. Paul then read a resolution he had prepared entitled "Resolution Authorizing COA Administrator Paul Mohair to Sign Vendor and Payroll Warrants." Upon motion by Jan, seconded by Kevin, the resolution was unanimously adopted and Olga, as Chair, signed the resolution. The resolution is attached hereto and made a part hereof. Kevin also suggested, and the Board agreed, that Paul look into having an alternate named and approved in the event Paul was unavailable to sign any warrants that required his signature. Paul said he will do this and report back at the next meeting.

Budget Paul distributed the budget report which included year-to-date expenses as of June 14th, and the unspent balance remaining in each line item. Paul said he had requested from the Selectmen and the Finance Committee that \$1,430 be transferred from the telephone line item, in which we have a surplus, to salaries in which we are over spent because of the period we had two outreach workers while Erin trained Victoria. This still left an overall surplus in our budget. There was discussion regarding some line items in which we were over spent and under spent, and the reasons for same. Paul said we were pretty much on track for spending according to the budget insofar as our fiscal year ends the last day of June, this month.

Program and Volunteer Report Paul reported Laurie is out on vacation and read her written report wherein Laurie advised she has 24 clients with whom she has regular contact. She also produced our calendar of programs and activities which includes July and August. For the summer, she will be working on a questionnaire to get ideas for fall and winter programs, including a series on "How To Fix...." The Board thought this was a very good idea. We will be reaching out to island physicians and physical therapy departments to encourage referrals to our exercise and health programs. We are also planning an event in the fall to recognize our volunteers.

Outreach Report Victoria entered the meeting and talked about her outreach and specific cases. There was general discussion about the need for our outreach services in Edgartown and that the demand is relatively unknown in our community. Kevin recommended being more specific with our information; he thought that if our message is too generic, without details, there will not be interest, it will not appeal to the public at large.

Kevin asked the status of the "Gate Keepers" program begun a number of years ago to keep the town, community and local businesses aware of seniors who may be in need. He suggested rejuvenating the program, perhaps with a new name. He felt the program would be more

successful if there was a central office out of which it operated and the program had its own identity. He also suggested contacting Diane Durawa for some of the context and history of the program in an effort to get it started again. There was discussion about daily friendly phone calls, the need to continue this program, and the possibility of getting more volunteers involved. Kevin said parishioners and local clergy might be a good resource for volunteers, including the Federated Church. The general consensus is we should do what we can to broadcast the need; also seek out retirees for volunteers. Kevin also mentioned local TV ads and an occasional display ad in the local press; that perhaps money could be allocated to media advertising and marketing a community volunteer program. Olga emphasized the need for outreach and support programs for Edgartown seniors. Victoria gave more examples of her outreach, friendly contacts, and phone calls. Kevin said this is the kind of thing for which a volunteer program would be good. Olga suggested we could recruit volunteers from the population of recent retirees on the island. Kevin mentioned the name of Rick Detucci, someone who recently returned to the island, lives in Edgartown, who used to work for Community Services who might be interested in volunteering. We will follow up. Victoria then left the meeting.

Friends of ECOA Report No one from our Friends was present; there was no report.

Administrator's Report Kevin inquired about our supply of medical equipment we keep on hand to loan to needy seniors such as walkers, crutches, wheel chairs, and shower seats. Paul said as far as he knew, we had multiples of most items and at least one of each. It was agreed that if we were deficient in any items, we would purchase what we thought was needed. Paul reported all was well with the staff and our seniors. Our spending is within limits of our budget. Any excess may be spent on repairing the air conditioner in the main lunch room that has stopped working. There was discussion about staff vacations. Paul said he will probably take some time in the fall; and that he files a monthly attendance report with the Selectmen detailing staff sick, personal, and vacation time.

MVC4L Report Jan and Paul both attended June's MVC4L board meeting last week. The C4L is pursuing land at the airport for a facility. Because this necessarily involves coordinating with county government as well as the town governments, the plan is to wait until a new county manager is hired to begin the process. There was discussion about ways in which the MVC4L could raise awareness of its mission and get the island's towns more involved in supporting the effort.

New Business Olga asked Kevin if he thought there was anything that occurred to him which we could do to improve the COA. Kevin thought, overall, the department was running well and that a priority should be to support and help the MVC4L acquire and develop its own facility. Kevin also suggested rejuvenating the Gate Keeper program and doing what is necessary to make that happen. There was some discussion.

There being no discussion, upon motion by Kevin, seconded by Jan, the meeting was adjourned.

**RESOLUTION AUTHORIZING COA ADMINISTRATOR
PAUL MOHAIR TO SIGN VENDOR AND PAYROLL WARRANTS**

WHEREAS, the Town of Edgartown requires a majority of the Council on Aging Board Members to sign all payroll and vendor warrants unless the Board authorizes one person to sign such warrants,

And, WHEREAS, the Council on Aging Board designates Paul Mohair, the COA Administrator, as authorized to sign all payroll and vendor warrants in lieu of a Board majority,

It is, THEREFORE, on this 21st day of June, 2012, by unanimous vote,
RESOLVED THAT:

The Administrator of the Edgartown Council on Aging, Paul Mohair, is authorized to sign any and all vendor and payroll warrants, and other documents required by the Town of Edgartown to pay any expenses incurred for salaries, management, and operations of the Council on Aging as set forth in its annual budget.

Dated: June 21, 2012

/s/ Olga Church

OLGA CHURCH
CHAIRPERSON