

EDGARTOWN COUNCIL ON AGING
BOARD MEETING
September 20, 2012
MINUTES

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

Minutes Upon motion by Kevin, seconded by Nancy, the minutes of the June 21, 2012 meeting were unanimously approved.

Board Members The Board discussed Jan's resignation. Jan said she regretted having to leave, but personal reasons made it necessary. Jan suggested that the MVC4L have more of a presence at our monthly meetings. Paul said that Leslie and MVC4L board members have on occasion appeared to provide updates and report on their progress, and always appear when requested. The Board thanked Jan for her contributions and service to our COA.

There was then discussion regarding Jan's replacement. Nancy mentioned Tom Durawa as a possible member; and also that Dianne Durawa may be a potential candidate. The Board discussed the procedure by which a new Board member is selected and approved by the Selectmen. Because it is an interim position, the opening might not have to be advertised but the new member will have to send a letter to the selectmen. Paul will contact Tom to determine his interest.

Jay Sigler from our Friends was present and the Board agreed to skip ahead to the Friends agenda item.

Friends of ECOA Report Jay reported the Friends summer fund raising went well and that the Friends are in good shape financially. Jay said the Friends were working on the project to repaint and redecorate the Anchors ground floor. He said they continue to get bids or estimates from different contractors and that the amounts differed greatly, but things were moving forward. Paul suggested the Friends arrange that the work be done the week between Christmas and New Year; that this was when we had our new floors installed last year and it seemed to work best for everyone, with the least interruption. Jay said the drapes have been made; Nancy suggested that the Friends contact Chad Nelson about the project; and that Chad does good work for a fair price. Paul reminded everyone that the Selectmen have to approve the gift of the money to the COA for the work, before the work begins. Nancy will contact Chad about getting a bid for the job. Jay then left the room.

Budget So that it would appear in the minutes, Paul reminded the Board he had emailed to all Board members in July, the final budget report for Fiscal Year 2012, containing year-to-date expenses. There was a total unspent balance of about \$1,500. Paul said this amount was set aside to pay for our share of the annual resurfacing of the parking lot we share with the Kelly

House, which for some reason was not performed in FY 2012, hence the unspent balance. There was general discussion.

Paul then distributed the year-to-date budget report for FY 2013. He reminded the Board that all the budget report figures come from the town's bookkeeping program and that the figures are entered by the town's accounting department. Paul explained he has no discretion over the staff salaries or the money expended to pay the salaries; and, although it is included in our budget, he also has no control over the money budgeted to and spent by the Center for Living. Accordingly, Paul's budget report has a separate line below total expenses that reports the Center for Living expenses separate and apart from our COA total budget. Previously, at one time, the Center for Living was included in our miscellaneous line item. There was general discussion about our expenses and the report.

Paul also reminded the Board the town has allocated \$44,500 to repair and repaint the exterior of the Anchors, the bid for which is in the pipeline. There was discussion about the bidding process and its progress.

Program and Volunteer Report Laurie then entered the meeting to give her report. She said our special account has a balance of about \$2,900.

She said we are contacting Dr. Pil and other doctors at the hospital, explaining about our exercise/strength training programs and encouraging them to refer patients to the Anchors for the classes. Kevin suggested distributing brochures about these programs elsewhere, in addition to the hospital. Paul said they will in fact be more like bookmarks, or what Kevin called "rack cards." There was discussion about the classes and other places the cards should be distributed. Laurie reviewed October's newsletter, mentioning events and trips in addition to our regular programs. Paul said to Laurie's credit, the newsletter gets many compliments for its layout and content.

Laurie talked about her outreach, some of her individual cases, of which she has a total of about seventeen.

Laurie described a volunteer recognition event we are planning, which will be a "high tea" at the Anchors on October 18th. It will include food and music. She said we have about fifty volunteers who donated over one thousand hours last fiscal year. This is a slight increase from the year before. Laurie reviewed how volunteers are recruited and trained; she passed around a copy of our volunteers' manual. There was discussion. Olga suggested all volunteers meet together so that they get to know each other and identify themselves as a group. Laurie said we will be looking for a "friendly visitor" volunteer, perhaps recruiting from hospice. Nancy asked if volunteers were trained to keep their performance within the boundaries of their job descriptions. She feared volunteers might form attachments to those whom they are helping and try to do more than they should or are qualified to do. Laurie said this is covered in the training. Olga asked for a copy of the training manual. Paul suggested that she wait until he was finished editing and updating parts of the manual. Laurie then left the room.

Victoria then came to the meeting to give her outreach report. She observed that since the last meeting in June, she had become full time in July, which made her caseload a little easier to

manage. She also said two of her most needy clients are now in full care facilities, and that another had died; she now has thirty-three open cases, of which about six are high maintenance, requiring regular attention. Victoria explained that she had recently arranged for an island pharmacist to fill our clients' pill boxes, organizing their daily medications. There was discussion. Veronica reviewed the "Gate Keepers" program, saying there was a need and suggesting we bring it back. Kevin said the program, in fact, does not exist; and that "Gate Keepers" should have a more user-friendly name, reflecting what the program actually is and does. There was discussion on revitalizing, renaming, and managing a new Gate Keepers-type program. The MVC4L was suggested for the manager of this program; Paul said he would contact Leslie in this regard.

Victoria said Veterans' Services has some financial resources to help pay medical and other types of bills for those who have been in the armed services. She is working with two families now to get financial aid from the VA.

Nancy cautioned that Victoria and the staff remain conscious of their job descriptions and that she and all staff perform their duties within the boundaries of the descriptions and be careful not to engage in services beyond those for which they are employed. There was general discussion on the need for services among our senior population in Edgartown. Paul said that since Victoria became full time, he met and thoroughly reviewed with her the outreach job description and that he was satisfied she was aware of what the job description required and that her services will not go beyond what is set forth therein. Victoria then left the meeting.

Administrator's Report Paul distributed a report reflecting numbers of seniors served in fiscal years 2012, and 2011, in a number of different categories. Overall, the numbers increased in 2012, mostly in the areas of outreach, telephone reassurance, and surplus food. While the total number of seniors served increased about 3%, the total number of men increased almost 9%. There was general discussion about the numbers and their significance. Paul said he and Laurie had some ideas to bring more people into our exercise classes.

Paul mentioned this year's state formula grant application for about \$7,000, and that he intends to use the funds for a new telephone system, tables and chairs. Nancy suggested it is the town and our IT person, Adam, who should be responsible for new phones. Paul agreed this is something for which the town would be ultimately responsible, but given the need, timeframe, and nature of the grant, this was probably the best use of these funds. He thinks we could have the phones by the end of the year, as opposed to next July on the town's budget. There was general discussion. Paul said he is working on the invitation for bids for the Anchors exterior renovation, and that he is waiting for Lenny, the building inspector, to check out the job and help him with the precise wording of the bid, per our procurement officer's instructions. Paul explained the rules and requirements of the bid.

Paul said he did Diane Wall's annual evaluation, which was exceptional. He said staff morale was very good.

Martha's Vineyard Center for Living Report Paul said he attended the MVC4L board meeting last Friday. Karen Achille is the interim board Chair. She said her only priority is to plan and develop a building for the MVC4L that will house its administrative offices and the Social Day Program. She will pursue acquiring and developing the County airport property; she is also proposing a partnership with the Family Center that is leaving its site at the high school in 2014. The MVC4L has hired a new part time administrative assistant. Answering Olga's question, Paul said the MVC4L monthly board meetings are held the second Friday of each month, noon at the airport county building. He continues to attend as required by his job description.

New Business Kevin noted there was no signage directing people to, and identifying the Anchors. He asked why. Paul said he would look into this. Kevin also noted the Anchors, Edgartown Council on Aging, appeared nowhere in the town or island phone book and asked why. Paul said this was the first he was aware of this and would address the oversight.

There being no further business, upon motion by Kevin seconded by Nancy, the meeting was adjourned at 10:05 am.