

**TOWN OF BOURNE
BOURNE VETERANS MEMORIAL COMMUNITY/SENIOR CENTER
COUNCIL ON AGING BOARD OF DIRECTORS
MINUTES OF DECEMBER 19, 2019**

MEMBERS PRESENT: Kenneth Blanchard, Bev Armando, Joe Donatelle, Edith Hurd, Donna Pascarella, Lorraine Young, Marilyn Jackson, Sandra Barnard, Dianne Carter

EXCUSED MEMBERS: Felice Monteiro

ABSENT: Linda Kelley, Gerri Parham

OTHER PRESENT: Deb Oliviere-Llanes, Kari Leighton, Toni Schiavi

Meeting called to order at 11:00 am.

PUBLIC COMMENT:

- Felice had a family emergency.
- Ken introduced Dianne Carter who is a new COA board member.
- Toni Schiavi introduced himself and talked with the board about programs, attendance and the future of the COA.

MINUTES: Upon a motion duly made and seconded the board unanimously voted to approve the minutes of November 21st as written into record.

OUTREACH: Kari Leighton (Highlights)

- Kari made home visits and received phone calls regarding services for seniors, as well as provided information and referrals to non seniors.
- The Flu Clinic was a success with 94 shots given out which was a surprise since the clinic was held November 1st.
- Since Kari took over the Grandparents Raising Grandchildren group, she met with Colleen Prittoni who is the Director on the Status of Grandparents Raising Grandchildren. There is now a lending library for the Grandparents that they were thrilled to borrow books from.
- There was Protective Services training at the Outreach meeting which was a good refresher.
- No new Knox boxes were installed in November. We currently have Knox boxes available for use.
- Kari processed 6 fuel assistance applications.
- Kari has been training Nicole Smith the new Outreach Worker by working on housing applications, going out on home visits,

doing SNAP applications and learning a little about how to do fuel assistance applications.

- There was one new volunteer who Kari processed and started in the Café.

OUTREACH: Nicole Smith (Highlight)

- Nicole has been working on building client relationships by making home visits and receiving phone calls regarding services to seniors. She is also providing resources through office visits and phone calls to non-seniors.
- She has been shadowing Kari Leighton during fuel assistance appointments and has assisted in filling out 5 applications with clients. Nicole is also assisting Kari by working with community resources to support at risk elders in town. Nicole still needs more training for fuel assistance applications.
- Nicole met with the Fire Department to implement a more efficient way to track Knox boxes. One Knox box has been returned this month.

BRIDGING THE YEARS: Debora Oliviere-Llanes (Highlights)

- Debora reviewed the attendance and her report. There were 18 Service days with a total attendance of 155 people and no trial days. There were 4 phone inquiries and one tour during the month of November.
- Al Russo performed for the clients at the beginning of the month which they enjoyed.
- One of the participants of the program had seven of their grandchildren come in and performed Christmas songs and show tunes for the rest of the group.
- The Upper Cape Cod Technical Health Students administered hand massages and manicures to the clients. This program will run every other week through December. This is a very successful intergenerational program that has been running the past few years.

DIRECTOR'S REPORT: Felice Monteiro (Highlights read by Ken)

- The Giving Tree for the homeless has been set up and the support from the community has been great. The COA has received hats, gloves, socks, mittens, scarves and even a jacket for both men and women. These are available for anyone in need.
- The Ukulele class is doing very well as there have been requests for an intermediate class which we are considering if we can merge them.

- The Café contract has been updated by the Town Administrator, Toni Schiavi, and is waiting for finalization of policies.
- The new Outreach worker, Nicole Smith, has started work and has been shadowing during home visits, outreach meetings and fuel assistance. Felice is impressed she took it upon herself to introduce and ask for collaboration of programs with the Police and Fire Departments. She is fitting in nicely.
- The COA Director position has been posted. So far, we've received 38 applicants/resumes. We will be interviewing soon.
- The COA is getting ready for the Winter Wonderland Dance slated for January 12th from 1-3pm. Everyone here is looking forward to it.
- The Women's Breakfast for December 11th was cancelled due to lack of attendance. This was a pilot program, and the decision of its continuation will be determined in February.

OTHER BUSINESS:

- Great courses review by Joe Donatelle. The COA board will do more investigating as to the process of presenting courses.
- Need a replacement for Edith to attend Friends meeting. She has planned to attend three meetings and will go to the January meeting, as there was no meeting in December.
- The Friends are going to sponsor our dance sessions with a DJ, janitor, etc.
- Will continue discussion on rebranding for next meeting.
- Ken will contact Plymouth COA to give us an overview and maybe someone from the Barnstable COA to also add info.

Upon a motion duly made and seconded, the Board unanimously voted to adjourn the meeting at 12:19pm.

Respectfully submitted,

Joel P. Smith
Account Clerk