

**TOWN OF BOURNE  
BOURNE VETERANS MEMORIAL COMMUNITY/SENIOR CENTER  
COUNCIL ON AGING BOARD OF DIRECTORS  
MINUTES OF FEBRUARY 20, 2020**

**MEMBERS PRESENT:** Kenneth Blanchard, Marilyn Jackson, Sandra Barnard, Dianne Carter, Edith Hurd, Linda Kelley, Gerri Parham-Andos, Donna Pascarella, Lorraine Young,

**EXCUSED MEMBERS:** Bev Armando, Joe Donatelle

**OTHER PRESENT:** Deb Oliviere-Llanes, Kari Leighton, Maureen Pelonzi

Meeting called to order at 11:00 am.

**PUBLIC COMMENT:**

- Tony Schiavi gave a brief talk.
- Currently looking for a replacement for Deb.
- Deb gave an acknowledgement about becoming the COA Director officially as of Monday, February 24<sup>th</sup>, 2020.

**MINUTES:** Upon a motion duly made and seconded the board unanimously voted to approve the minutes of January 16th as written into record.

**OUTREACH:** Kari Leighton (Highlight)

- Kari attended several different meetings for the month including: Elder Services Board, Newsletter, COA Board, Grandparents Raising Grandchildren, Low Vision & Sight Loss Support Group, Bridges by Epoch Networking, and Traditions Home Health Services meeting.
- The clients Kari is helping are really struggling financially. Housing continues to be a struggle as well – particularly waiting until they're in need of housing and unaware that the minimum wait for housing is 2 years. There are also an increased number of hoarding cases that Kari is working closely with the Board of Health on.
- There were no new volunteers but there were several phone inquiries.
- There were not any Knox Box installations this month.
- Kari had five referrals from the fire department for at risk elders in the community. This is a very high number but happy to be working with them.
- Kari did 4 Fuel Assistance applications this month and has been training Nicole on fuel assistance as well since she will not be able to go to training until September.

#### **OUTREACH: Nicole Smith (Highlight)**

- **Nicole continues working on building client relationships by making house visits and conducting phone calls regarding services for seniors. She also has been providing resources through office visits and calls to non-seniors. There were approximately 11 office visits, 7 house visits, and 40 phone calls that she completed for the month. A total of 58 services provided for the month of January.**
- **Nicole is continuing her collaboration with the Bourne Fire Department and Bourne Police Department. Together they have been able to provide assistance to those elders at risk in town by working with community resources as well as Cape Cod Elder Services.**
- **There were 9 updates from recipients of the Knox Box and the list is currently up to date. Nicole and the Bourne Fire Department continue to work together to keep this program information updated on both ends.**
- **With Fuel Assistance winding down, Nicole did not assist with completing and fuel assistance applications this month. However, she did provide information to several residents that had called to inquire about the program.**
- **Nicole completed 1 SNAP application and there were no Housing applications completed for the month of January.**
- **Nicole has been shadowing Kari Leighton during fuel assistance appointments and has assisted in filling out 3 applications with clients.**
- **She also has completed 2 SNAP applications and 2 Housing applications with elders in town this month.**

#### **BRIDGING THE YEARS: Debora Oliviere-Llanes (Highlights)**

- **22 Total clients that participated in the program.**
- **19 participants returning from the previous month.**
- **2 new participants, 2 participants who were discharged and 2 participants who were trials**
- **There were 21 Service days with a total attendance of 170 and 2 trial days.**
- **5 phone inquiries and 1 intake meeting for the month of January.**
- **There was a Sing-a-long with Al Russo, this was Al's last day as he has retired from playing the piano.**
- **Had an annual Super Bowl Party which the seniors enjoyed.**
- **The seniors attended Felice's retirement party.**
- **There was also a network meeting with Bridges by Epoch at Fisherman's View.**

### **DIRECTOR'S REPORT: Debora Oliviere-Llanes (Highlights)**

- **Debora is appointed as the Director of the COA officially as of Monday, February 24<sup>th</sup>, 2020.**
- **There were 839 people that attended scheduled programs and 276 of them were individuals.**
- **Transportation was used 198 times by 32 individuals.**
- **Joyce Michaud has retired as the COA Chef. In the interim, Cyd's Kitchen has been providing meals for the Supportive Day Program four days per week and also providing ToGo meals for the public Tuesdays and Thursdays. This will continue until we find a replacement Chef.**
- **Deb is currently working with Assistant Town Administrator, Glenn Cannon and Felice Monteiro to accomplish this task and talked about how other COAs deal with their chefs. It is known to be the hardest position to fill for a COA due to liability insurance and workers comp and adding a full-time Chef would be very expensive.**
- **The Supportive Day Manager Position has been posted and we will start interviewing at the end of the month. Until then, Deb will continue to oversee that program as she assumes the responsibilities of the COA Director.**
- **Debora is looking forward to working alongside everyone and is excited to see what we can accomplish for the COA together.**
- **Will be doing a "Red Sox Day" in the Café.**
- **The board would like to have a sub-committee to discuss and investigate a nutrition program to support the directors' search for a Chef. Motion was made and seconded. Lorraine Young, Gerry & Edith will comprise the sub-committee.**

### **OTHER BUSINESS:**

- **Jennifer Young & MaryAnn Kirby talked about rebranding.**
- **Focus on grants?**
- **Post a white board to get ideas from people who visit the COA**
- **Watched a video from Plymouth COA which was rebranded to Center for Active Living.**

**Upon a motion duly made and seconded, the Board unanimously voted to adjourn the meeting at 12:35pm.**

**Respectfully submitted,**

**Joel P. Smith  
Account Clerk**