

**TOWN OF BOURNE
BOURNE VETERANS MEMORIAL COMMUNITY/SENIOR CENTER
COUNCIL ON AGING BOARD OF DIRECTORS
MINUTES OF OCTOBER 17TH, 2019**

MEMBERS PRESENT: Kenneth Blanchard, Sandra Barnard, Marilyn Jackson, Linda Kelley, Gerri Parham, Joe Donatelle, Lorraine Young, Linda Kelley, Edith Hurd, Donna Pascarella, Bev Armando

EXCUSED MEMBERS: N/A

ABSENT: N/A

OTHER PRESENT: Felice Monteiro, Deb Oliviere-Llanes, Arnold Carr & Nathan Carr (Liaisons of the Friends of the COA)

Meeting called to order at 11:08 am.

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

OUTREACH: Lois Carr (Highlight)

Felice read Lois' report.

- Lois continued to fulfill her outreach duties of making home visits and receiving phone calls regarding services to seniors, as well as providing information and referrals to non seniors.
- As part of Elders at Risk, Lois worked with the Fire Dept, Police Dept, Board of Health, Elder Services and some other agencies to provide services to elders at risk in our town.
- One Knox box was installed in September and one was returned. We currently have Knox boxes available for use.
- Processed six fuel assistance re-certifications for October.
- Starting in November, Kari will be the new facilitator of the Grandparents Raising Grandchildren group and she will be introduced at the October 28 meeting.

OUTREACH: Kari Leighton (Highlight)

Starting in November Kari will be attending the COA Board meetings. Felice read Kari's report.

- Kari attended the Outreach meeting for the month. Even though there wasn't a speaker they still discussed SNAP, Mass Health and the VNA.
- Kari is now on the Elder Services Board of Directors and attends the monthly meetings.

- There has been a large increase in SNAP applications. Kari is suggesting people that qualify for fuel assistance to also apply for SNAP.
- The Health Fair is almost completely ready and Kari has been receiving registrations, questions and inquiries from several agencies out of the area asking to attend. Unfortunately, we don't have any extra space to accommodate more vendors. However, we have more vendors than the previous event.
- Only had one volunteer inquiry that decided against volunteering. Joyce is in dire need of help in the café. Kari has been working with Linda Zuern and Jennie Sullivan to prepare for the upcoming tax work off meetings.
- Processed one Knox box for the month.
- Kari had Fuel Assistance training and has done four recertifications for the month as well.

BRIDGING THE YEARS: Debora Oliviere-Llanes (Highlights)

- Reviewed attendance and her report. There were 3 inquiries made to the program; 2 intake meetings; 2 trial days and 3 new clients. Out of 24 clients there is a new record high of 11 men in the program.
- Attended the COA staff meeting, Health Fair meeting and My Senior Center training.
- Debora met with Kim Cazeault, Director of Contracts for Elder Services for their annual audit. She reviewed the Consumer Records, Policies and Procedures, Employee Records and Staff Trainings and found everything to be compliant. BTY will schedule a Communicable Disease and Infection Control training (annually) and also start doing Annual Employee Performance Reviews. The town doesn't require them but it is thought to be a positive action.

DIRECTOR'S REPORT: Felice Monteiro

Felice reviewed her own report.

- The Outreach Worker vacancy has been advertised. There have been many interesting applicants. Felice interviewed 3 out of the 5 that were scheduled but she is still waiting for a viable candidate.
- The Ukulele class has been a popular new addition to the list of new programs. We added a second session as the waitlist was great and we didn't want to lose momentum.
- The trip with the Older Adults – Railroad ride through Trowbridge, bogs, etc. It was very exciting, educational and fun and everyone enjoyed the train ride very much.

- We bid farewell to our Town Administrator, Mr. Guerino, on September 30th in the Community Building and hope to say hello to our new Town Administrator, Mr. Schiavi, who was the previous Town Manager in Ashland, MA.
- Felice attended several meetings/trainings for the month: Mobile Hearing, COAST, My Senior Center Training, Dept. Heads meeting, Staff meeting, Health Fair and Human Services meeting.
- The Health Fair planning is going well and the sign-ups for volunteers are great. Discussed positions for volunteers and final details for the event.
- The Harvest Moon Dance on October 27th currently has 45 participants. The Admin Assistant was resourceful in helping make the dance attainable.

OTHER BUSINESS:

- Motion was made to accept reports of Lois, Kari, Deborah and Felice.
- Joe gave an update on “Great Courses” and will get more information on how we might integrate that into the COA.
- Motion was made to talk about renaming the COA. Felice gave a brief synopsis on how Barnstable renamed their COA. Ken talked about the work to rename the COA. The whole process will take at least a year to a year and a half. Everyone was in agreement that they would like to change the concept of “aging” in the new name and that rebranding is a very good idea.
- A motion was made to talk about the rebranding and renaming of the COA in future meetings.
- As per Felice – Policy is that our programs take place between 9am and 3pm. The building is for use for the entire community. The COA does not have staffing for evening programs.
- There was a brief discussion about the charter of the COA and its requirements and guidelines involving all the board members.
- Discussed how to recognize past members contributions to the COA. Ideas included a brick in the walkway or an event to express our gratitude. Everyone approved the suggestion of incorporating this during our volunteer appreciation meeting to recognize past board members.
- Ken discussed having a liaison to the Friends meeting and expressed that the benefits are positive. Edith will attend for the next three months but liaisons cannot participate in the

Friends meeting discussions. They are there to only listen and report any information that is significant to the COA Board.

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**