

Meeting Minutes

Town of Harwich Council on Aging Board Meeting

Wednesday – March 6th, 2019 - 10 AM

Harwich Community Center – 100 Oak St – Harwich, MA 02645 – Room 4

Call to Order:

The meeting was called to order at 10 AM by Richard Waystack.

Meeting Attendance:

Board Members Present: Richard Waystack, Lee Culver, Joanne Lepore, Ralph Smith, Carol Thayer, James Mangan, Angie Chilaka.

COA Staff Present: Director- Emily Mitchell

Approval of Minutes:

Lee Culver motioned February 2019 minutes be accepted – Second by Joanne Lepore

Unanimous vote to accept.

Public Comments:

No Comments

Chair's Comments: Richard Waystack

Director's Report : Emily Mitchell

Monthly Report

Addressing comments made on social media concerning the transportation issue. This issue involved a complaint by a patron with the COA transportation policy and how it was handled as well as addressing the letter to the editor published in the Cape Cod Chronicle.

Richard explained that no one from the board should be responding to social media as an individual. He suggested that we discuss a social media policy at our next meeting.

Emily explained that we do have a link to about a year's worth of COA newsletters, including our most recent March/April edition, which spells out key aspects of the COA Transportation Policy. In the news letters, people can also see where the COA van does and does not go.

Senior citizens may also call the COA directly for times and locations. The COA provides numerous services for our seniors, but we are not a transportation service.

Approved by Harwich Council on Aging Board of Directors on April 3, 2019

Members of our community are welcome to come to a board meeting for public comments. Meetings are held the first Wednesday of the month.

- Richard stated that Emily Mitchell – Director- gave an excellent powerpoint presentation and explanation concerning the COA at the Finance committee meeting on Saturday – 3/ 2/19. Richard Waystack, Carol Thayer, and Ralph Smith were also in attendance.

The joint budget meeting went very well, but the Town administrator and finance committee are asking to cut \$350,000 from the budget. We do not know how this will affect the COA. The COA budget did stay within the 2% including Rick's additional 8 hours

- Richard stated that there are many non profit groups who are now requesting time to speak and possibly solicit at the men's and women's breakfasts held every month. There is a need to verify if there is a policy in place to notify groups that they can not solicit at any time. Richard will check with Carolyn Carey if there is a policy already in place.
- Ralph asked if the donations from the men's and women's breakfast actually covered the cost of the meal. Many of the seniors make a donation of \$2. But it was suggested by Ralph that we could ask if the elders if they would like to donate \$5. Per meal for the monthly breakfast. At the present time, we are bringing in approximately \$160 in revenue for both monthly breakfasts.
- The new dishwasher in the kitchen has not been functioning correctly even though the staff has tried to reset the computer system. Emily has now notified the dishwasher company to see if the system can be reprogrammed and corrected.
- The Town Administrator has asked Emily Mitchell if she would be interested in chairing the Town of Harwich Human Services Grant. Her role would be to chair the grant, organize a committee, and oversee the planning and decision making of the grant.

Lee Culver suggested that we send Richard Waystack to meet with the Town Administrator to discuss why Emily should decline this offer this year. Reasons to be given are: she is only four months on the job, not enough staff to help her with all of her duties, and she is already putting in more than the 35 hours of work a week that is assigned to her

Motion was made for Richard to speak to the Town Administrator by Lee- 2nd by Carol Thayer

Vote was unanimous

- Emily reported that many of our seniors did complete the Healthy Aging Survey that was due on Feb. 29th, 2019. A special thanks to Ralph Smith for heavily promoting the survey at the men's breakfasts and around town.

- Emily also stated that the 250 question Healthy grant survey will help identify and address many of our senior citizens issues. Approximately 400 responses have come at this time.
- Rick Anderson will be out sick for 6 weeks due to an injury and Susanna has be temporarily helping out at the COA desk She has been a great addition and team player.
- The COA Newsletter contract with need to be put out to bid. Emily stated that there are 6 or more vendors showing interest.
- Emily in addition to her other duties is also putting the newsletter together. This is a very timely job, but at the present we do not have anyone on staff that has the computer skills to help the director. Carol Thayer has volunteered to help.
- Emergency Policy Update: Emily has made a few changed with the COA board approval from the last meeting to improve communication when programs are canceled, emergency response notifications and timeline. Other changes concerned robo-calls, filling vehicles with gas ahead of time. All of these decisions are in conjunction with the Emergency Management Director.
Motion was by Lee Culver – 2nd by Carol Thayer
Vote was unanimous to approve the Emergency Policy.

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Joanne Lepore - Elder Service Board Representative:

March 20th is designated across MA as March for Meals Day or Mayor for Meals Day. Some of the selectpersons will be asked to ride with the volunteers to deliver Meals on Wheels to the elderly in our community. This is a great way for the selectpersons to actually meet the town folk and actually see the hardship in our area, More than 23, 000 meals are served on the Cape alone. Emily will meet with Hilary – Elder Services Meals on Wheels Coordinator and selectpersons to travel together delivering meals on March 20th to our beloved seniors in town.

Joanne also stated that the County is also looking for someone to help write many of the grants.

- Carol Thayer reminded all of us to be sure to complete the Code of Ethics requirement.
- **Next Meeting:**
The next COA Board meeting is scheduled for Wednesday – April 3rd, 2019 at 10 AM at the Harwich Community Center.
- **Adjournment:**
Richard moved to adjourn the meeting at 11:05 AM.
2nd – by Ralph Smith
Vote was unanimous