

April Meeting Minutes

Harwich Council on Aging Board of Directors Meeting

Wednesday – April 3rd, 2019 – 10 am

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

Call to Order:

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

Meeting attendance:

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

COA Staff Present: Director – Emily Mitchell

Approval of Minutes:

Lee Culver motioned that the March Meeting notes be accepted. Seconded by Joanne Lepore.

Unanimous vote to accept.

Public Comments:

No Comments

Chair's Comments: Richard Waystack

Richard met with the Town Administrator to discuss possible reasons why Emily Mitchell should not have to take on an additional job of heading the Human Service Committee. Reasons given: 1. Emily is just starting out on a new job as the COA director 2. Emily is also working full time and the Human Service Committee would involve additional numerous hours to organize committee members and monitor the grant applications.

Richard also reported that the Finance committee and Board of Selectpersons were pleased with Emily's report last month. Even though the Town Administrator was asking numerous depts. to make cuts to their budgets, the COA was never asked. A case was made to keep the \$9300. In the budget for Rick. We also need to continue advocating to keep money in the budget for Rick's position.

Director's Report: Emily Mitchell

*Emily reported that the dishwasher that we are now using in the kitchen is not working on a 6 minute cycle. She also reported that it is a science room dishwasher and not a standard commercial strength kitchen dish washer. This \$70,000. Dishwasher was

purchased for \$400 by Carolyn Carey . but it is not adequate for commercial use. Emily is having the old dishwasher brought back up and reinstalled to the kitchen until we can purchase a commercial strength kitchen washer. The last dishwasher which is being reinstalled was purchased by the Friends of the COA and COA funds.

*A taxpayer brought it up to Emily's attention as to why we were using a science lab dishwasher and she kindly explained the reasoning.

Emily will do some research on costs and products and report to us next month, Carolyn will also check to see if there is a buy back program. The average cost of commercial dishwashers runs from \$3500. to \$5000.

The last dishwasher was purchased by the Building Committee when the Community Center was first constructed.

*It was suggested that we ask the Finance committee for some of the funds since the dishwasher would fall under a health issue.

*Another suggestion is to ask the Men's and Women's breakfast attendees to donate \$5 to \$10 dollars.

Office Management Issues:

*Emily: Rick Anderson will be out another 6 weeks due to a medical issue. This is affecting the office management and use of personnel. At the present time, Susanna – our Outreach Coordinator – is having to man the desk in addition to her regular duties.

The Director and the Board need to reassess how we can resolve this problem so the Main Office desk is manned by skilled and capable personnel. The Director can not continue to pull other personnel from their assigned jobs to man the front desk.

Director: Emily Mitchell receives an emergency call and must leave the meeting at 10:30am.

Richard Waystack: Continues with the meeting

Addressing a letter sent to the Board of Selectpersons by an elder regarding the elders behavior on a COA van. This was the second serious problem concerning this elder riding the van. Following the first incident, the COA director spoke directly to the elder and gave the individual a copy of the transportation policy, and notified the board and Town Administrator. The second incident – seemed to escalate.

It is recommended that this elder due to the continued infractions and behavior be banned from riding the COA bus for 1 year. Town Administrator also recommended a 1 year ban.

Motion : by Lee Culver

Second : by Joanne Lepore

Unanimous vote to ban the elder from the bus for 1 year

Goals and Objectives COA :

Richard Waystack recommended that we complete a survey to see what COA programs have been successful, some that we need to readdress, and possibly new programs to introduce.

Justin White had recommended a short survey would be helpful to advocate for additional programs that would reflect our town's clientele.

We need to get the survey done soon and look to the strategic planning. Rich recommended a subcommittee to put together the survey to look to see what our elders need and want.

Motion made by: Lee Culver

Second by: James Mangan

Unanimous vote in favor in making the survey.

Recommended: Ralph Smith chair the survey committee – Other members recommended for the committee were: Justin White and Joanne Lepore

Joanne Lepore – Elder Service Board Representative:

- Joanne presented a COA service grid .
- There are 28 elders on the wait list for services. Many are on the list waiting for additional services. Unfortunately, there is a shortage of Health aides.
- In February – 21,836 home delivery meals were sent.
- Senior Service Corp: there are 7 volunteers assisting with the new mentoring program at the Harwich/Chatham elementary and Monomoy Middle and High Schools.
- They are recruiting for volunteers for the new STEM program at the Chatham/Harwich elementary schools to begin in Sept. 2019.
- Joanne was also pleased to announce that the service board is also meeting once a month for lunch in addition to their meetings.

Richard: Closing remarks

Next Meeting:

The next COA meeting is scheduled for Wednesday – May 1st, 2019 – at 10 am at the Harwich Community Center.

Adjournment:

Richard adjourned the meeting at 11 am

Motion by : Lee Culver

Second: by Joanne Lepore

Unanimous vote to adjourn