**MEETING MINUTES**

**Town of Harwich Council on Aging Board Meeting**

**Wednesday, December 5, 2018, 10:00 AM**

**Harwich Community Center, 100 Oak Street, Harwich, MA 02645, Room #4**

**Call to Order:**

The meeting was called to order at 10:00 AM.

**Meeting Attendance:**

 Board Members Present: Angie Chilaka, Joanne Lepore, Ralph Smith, Carol Thayer

 Board Members Absent: Richard Waystack, Lee Culver, Jim Mangan

 COA Staff Present: Director, Emily Mitchell

 Also Present: Jack Brown, representative from the Friends of the Harwich Council on Aging

**Approval of Minutes:**

Ralph Smith moved to approve the minutes from the COA Board meeting held on September 5, 2018. The motion was seconded by Carol Thayer. The minutes were approved unanimously as presented.

**Chair’s Comments:**

No comments

**Director’s Report *(E. Mitchell)*: \*\***

* **Monthly Report**
	+ The My Senior Center portable scanner is up and running. This is particularly beneficial for signing members in for events that occur in areas of the Community Center building that are further away from the Council on Aging – notably the Super Fit and Senior Fit classes that occur in the gymnasium and attract a large crowd. This allows us to keep more accurate records of COA event attendance and to sign more people up as members in the My Senior Center database.
	+ Emily reported the event attendance numbers for the months of September, October, and November. All months were roughly on par, with a small drop in November totals. The disparity was potentially attributable to the fact that there was no Women’s Breakfast event in November.
	+ The new convection oven for the Community Center kitchen has been ordered from the vendor “Supplies on the Fly” (a Sysco company). The anticipated installation date in Tuesday, December 11, 2018. The total cost is $4,495.06. The Friends of the Harwich Council on Aging has graciously offered to reimburse the COA for half the total cost. The COA will be paying for the oven using Executive Office of Elder Affairs (EOEA) Formula Grant funds.
	+ The “Be a Santa to a Senior” program coordinated through the local organization Home Instead has experienced some obstacles. The coordinator at Home Instead has left her position and other employees are working to ensure the program will move forward as planned. Emily will update the Board as she receives more information. Board members Carol Thayer, Richard Waystack, and Justin White have volunteered as drivers to distribute presents the to “Be a Santa to a Senior” participants.
	+ Emily along with Town Nurse Susan Jusell and Chatham COA Director Mandi Speakman will be giving a presentation to the Harwich-Chatham Newcomers on Friday, December 7, 2018 at 9:30 AM at the Harwich Cultural Center. Emily invited all Board members to attend.
* **Budget Update**
	+ The COA budget for FY 20 (July 1, 2019 – June 30, 2020) was submitted on November 26, 2018.
	+ The Director provided copies of the budget to all in attendance. The total amount requested is $434,101.44. This figure is a 1.72% increase from the FY 19 budget and is therefore within the 2% increase maximum requested by the Town Administrator and Board of Selectmen
	+ There are some notable changes from the FY 19 budget
		- Request to fund Rick Anderson’s position for a full time 35 hours/week. The Town-appropriated funds would cover 8 hours/week while the Formula Grant funds cover 27 hours/week.
		- Decrease in Purchased Services line item consistent with change Judi made as Director to cut Supper Club from every Monday to one Monday per month. This cuts back significantly on expenses used to pay performers for these meals.
		- Increase in Training and Professional Development line item. Increase to cover additional age related and computer skills trainings for staff. Also pay to provide more comprehensive training for volunteers, particularly surrounding recognizing and responding to emergencies.
		- Increase in Advertising line item – allow COA to publicize our events more broadly by publishing in newspapers or using other platforms that have an associated fee.
		- Increase in Dues line item due to published 20% anticipated fee increase for Massachusetts Council on Aging membership
	+ Director will have meeting with Town Administrator Chris Clark to go over the proposed budget on Wednesday, December 19th at 3:00 PM
	+ Director will have joint budget hearing before the Board of Selectmen and Finance Committee on Saturday, March 2, 2019 at 12:20 PM. It would be beneficial to have as many Board members in attendance at this meeting as possible.
* **Update on Reclassification of Program Specialist 1 position**
	+ Director along with Town Administrator Chris Clark and Assistant Town Administrator Evan Melillo met with representatives from the Harwich Employee Association Union on Monday, November 26, 2018 to discuss the reclassification of the position.
	+ HEA representatives requested changes to the proposed job description to delineate responsibilities common to a Program Specialist 1 in any department versus those that are COA specific
	+ Emily made the requested changes and submitted them to Evan Melillo on Friday, November 30, 2018 so that he could follow up with the HEA union.
	+ The union representatives expressed support to finalize this change once the paperwork is in order.
	+ Emily expressed concern that if the position is not formally reclassified that Rick would leave his position.
* **Update on Hiring New Van Driver**
	+ Following the departure of Dick Rogers, the COA has had a vacant Wednesday van driver position
	+ Per diem driver Remi Thibodeau filled in for several weeks, but is out of state and will not be available for most of the winter. Regular driver Gerry Golia has agreed to cover the Wednesday shift for the next few weeks, but cannot do so long term. Getting a new permanent driver to fill this position is urgent.
	+ Three people applied for this position. One person withdrew their application. Emily along with Transportation Coordinator Rick Anderson and driver Gerry Golia interviewed one candidate on Monday, December 3rd and will interview the second candidate on Thursday, December 6th. The interview team felt that the first candidate interviewed would be a good match for the position
	+ Training will pose another problem for the new hire – the CCRTA mandates seven trainings that must be completed before someone may drive their leased vehicle. They provide the full trainings twice a year in Hyannis, but we missed the October trainings and there will not be another set of trainings at that location until April. Emily is working with CCRTA to see what other training options will be available for the new hire.
* **Volunteer Recognition**
	+ Emily met with Carol Thayer and Angie Chilaka to begin the event planning process.
	+ The event will be held on Thursday, January 3, 2019 from 11:30 AM to 1:00 PM at Jake Rooney’s restaurant.
	+ The total budget for the event is $2,063 and the funds will come from the EOEA Formula Grant
	+ The EOEA restricts the use of Formula Grant funds used to cover volunteer recognition events – we cannot pay more than $16.50/person.
	+ The cost for the plated dinner at Jake Rooney’s is $22/person including tax and tip – Emily will look into whether the $16.50/person maximum is pre- or post- tax and tip. If it is post-tax and tip, she will look into other sources to cover the cost of the difference. At the meeting, Jack Brown was asked if the Friends of the Harwich COA might be able to cover the cost of tax and tip, he indicated that they would consider it. Emily will determine if it is necessary to seek additional funds before the next Friends meeting scheduled for Wednesday, December 12th. The total appropriated budget for this event is large enough to cover the $22/person cost; the only concern is compliance with the EOEA restrictions.
	+ Rick Anderson has compiled a list of approximately 60 volunteers to invite. In addition to COA staff, and members of the COA and FHCOA Boards, the total estimated number to attend is 75.
	+ There is a concern about processing payment for the luncheon – Jake Rooney’s will need immediate payment, but all payments from the Town must be processed via an invoice through the Treasurer’s Department and are paid on a 30 day schedule. Jack Brown suggested that Emily follow up with Finance Director Carol Coppola to determine how comparable events have been handled in the past and Emily agreed to do so.
	+ The Laurel Award
		- Michael Provost made a donation of $3,000 in 2014 to be used to establish the “Laurel Award” to recognize the “Volunteer(s) of the Year” on an annual basis in perpetuity. The award will pay for a $50 or $75 gift card for a local restaurant for one or two recipients.
		- Emily, Carol, and Angie discussed in their meeting a desire to purchase a plaque or trophy to give the recipients of the Laurel Award in addition to the gift cards.
			* Justin White indicated that the Harwich Fire Association may be interested and able to make a donation to fund the purchase of these items this year and annually moving forward. He will present this to the Fire Association and report back on an answer in the coming days. The Board suggested a $200 annual donation to cover this cost.
		- The COA makes the determination regarding who to honor with this award. Emily expressed a desire to recognize the SHINE volunteers who are state-certified and provide free counseling on health insurance. They volunteer at the COA four days per week during the two month Medicare Open Enrollment period and twice per week for the remainder of the year.
			* There are three SHINE volunteers – Emily will seek the permission of Michael Provost to honor all three of them with the award as the Laurel Award policy says that it is used only to recognize up to two individuals.
		- The Friends are responsible for the Laurel Award fund and handle all disbursements.
	+ Chairman Richard Waystack will serve as MC for this event.
* **Newsletter** **Reminder**
	+ Emily reminded all in attendance that the deadline to send her information to be included in the January/February COA newsletter is Monday, December 10, 2018.
	+ Ralph made a suggestion to include a request for volunteers with advanced computer knowledge or with a financial background to offer help with projects and operations within the COA.
	+ Ralph further suggested handing out newsletters to all participants at larger events such as our breakfast programs.
	+ Angie suggested speaking on Channel 18 to encourage viewers to sign up to receive our newsletter.

**Friends of Harwich COA Update (*J. Brown*):**

* The Friends has a new dedicated phone line for taking reservations for the Friends minibus. The phone number is 508-432-5050. Callers should leave a message if there is no answer. All former phone numbers used for the Friends minibus are no longer active.
* The Friends have a new volunteer driver and aide which will allow them to expand their transportation services.
* The Friends made a sold-out trip to Hyannis for holiday shopping on December 4, 2018. They are making a trip to Provincetown that is already sold out on December 10th for lunch, shopping, and to see the Pilgrim Monument lighting

**Old Business:**

Ralph moved to table discussion of COA Board goals and objectives until the January COA Board meeting. The motion was seconded by Carol and passed unanimously.

**New Business:**

* Update from Elder Services Board Liaison (*J. Lepore*)
	+ Elder Services Title III grant awards and amounts have been announced. Joanne distributed copies to all in attendance.
	+ At the December meeting, a group of CPAs gave a presentation about financial reporting. Elder Services of Cape Cod and the Islands (ESCCI) is compliant with all reporting requirements.
	+ There is a healthcare worker shortage on Cape Cod and statewide.
	+ ESCCI is hiring a new Human Resources coordinator.
* Approval of DRAFT Transportation Policy – VOTE REQUIRED (*E. Mitchell*)
	+ Emily presented minor changes to the Transportation policy that was approved by the Board in September – changes will allow people to schedule transportation until 4:00 PM rather than 2:00 PM Monday through Friday, eliminate the summertime restriction on Friday volunteer medical rides, and specify the Transportation Coordinator as the point of contact for folks seeking additional transportation resources.
	+ Ralph moved to approve the changes to the Transportation Policy as presented. The motion was seconded by Carol and was unanimously approved.

**Next Meeting:**

The next COA Board meeting is scheduled for Wednesday, January 2, 2019 at 10:00 AM.

**Adjournment:**

Carol moved to adjourn the meeting at 11:05 AM. The motion was seconded by Ralph and supported unanimously.

**Approved by vote of the HCOA Board on 1/02/19**