

Meeting Minutes

Town of Harwich Council on Aging Board Meeting

Wednesday, June 5, 2019, 10:00 AM

Channel 18 Studio

Harwich Community Center – 100 Oak Street – Harwich, MA 02645

Call to Order:

The meeting was called to order at 10 AM by Vice Chair Lee Culver

Meeting attendance:

Board Members: Lee Culver, Joanne Lepore, Carol Thayer, Ralph Smith, James Mangan,
Angie Raneo Chilaka

Board Members Absent: Richard Waystack, Justin White

COA Staff Present: Director – Emily Mitchell

Approval of May Minutes:

Carol Thayer made the motion to approve the May 1, 2019 Regular Session Minutes and to approve, but not release to the public, the May 1, 2019 Executive Session Minutes. The motion was seconded by James Mangan. Unanimous vote to approve.

Public Comment: None

Director's Report: Emily Mitchell

1. Emily presented year to date budget report. The COA exceeded two line items of the COA Salaries and Wages budget – the compensatory time and the overtime due to personnel out on medical leave and the need to pay other staff to cover those duties.
2. Three line items in the COA Expenditures budget are anticipated to be over budget by the end of FY 19 – telephone and teledata services, bulk fuel, and food and food services supplies. The cost of these items are rising every year.
3. Overall COA spending, both in the areas of Salaries and Wages and Expenditures, is expected to be within budget. Overages in the above mentioned line items are offset by lower spending in other areas.

4. Additional purchases that are not yet reflected in this balance: COA clothing for staff which is needed for identification, office equipment and furniture, food and labor costs to cover senior dining in the Town Chef's absence.
It was also stated that Emily will be working on finding a reliable substitute who is ServeSafe certified for Town Chef Linda St. Pierre when she is out. Linda's duties require that she is cooking meals every day.
5. A number of grants have been extremely helpful in covering many of the seniors programs. Ex: the Formula Grant awarded by the MA Executive Office of Elder Affairs covers 27 hours/week for the Program Specialist 1 position, in addition to supporting other programs and services. The COA also receives a grant from the Cape Cod Regional Transit Authority to offset transportation costs.
6. The COA Gift Account was used to repair the freezer in the kitchen and a revolving account was used to pay for the program instructors over the course of FY 19.
7. Emily has been trying to develop statistics of the number of seniors attending various programs. Eventually, she would like to be able to analyze what programs are popular and working, some that might be eliminated, others that might need tweaking, or adding on new programs. Since the software is new and the seniors only recently have been using the software, Emily recommended waiting for a few months before making a report.
8. Emily also thanked Ralph Smith who was instrumental in encouraging the men at the Men's Breakfast to increase their donations. Last month the men donated \$236 – a record high. The women's breakfast and lunch for the workers at town meeting and election were cancelled since Linda our chef was absent.
9. Linda (COA Chef) was out for two weeks. Since we do not have a substitute who is readily available, Emily ordered out for some senior dining meals, rather than canceling the programs. Ultimately, Chef Kay Benaroch, who teaches cooking classes at the COA, was able to substitute for $\frac{3}{4}$ of Linda's time. Kay was paid out of Formula Grant funding. Garth the chef over at Monomoy Regional School District can help out during school vacations. As stated earlier, Emily is working on providing a more suitable solution.
10. Rick Anderson has resigned from his position due to his medical problems. Emily has since posted this position on the Town Website, local newspapers, internal and external postings, Craigslist, Indeed, and Ziprecruiter. The position title is: Program Specialist I (COA) Grade HEA4 – Projected 35 hours a week. Deadline to apply is June 14th, 2019. At the present time, five applications have been received. The COA Board would like to thank Rick for all of his hard work and dedicated service to the seniors of Harwich.
11. Emily has also requested quotes from numerous sources concerning the publication of the senior newsletter. The annual cost of the newsletter and mailing is just under \$10,000. She is waiting to hear quotes from- Paraclete Press, Curley Direct, Merlin

Copy Service, Minutemen Press, TCI Press, I & R Graphics, Accurate Letter, Inc., and Midnight Mail and Print.

12. Social Media Policy- Emily was advised that it is not appropriate for an individual board to have a separate policy. The policy should be town wide and selectman approved. The Town does not have a policy at this time. The town of Sandwich does have a policy in place and that might be something that the town of Harwich looks at for the future.

Old Business:

1. COA Volunteer Recognition Event Planning Policy: Emily presented and has typed up an excellent event planning policy that will be easy and convenient to use for years to come. All adjustments discussed at the April Board of Directors meeting were made.

Motion was made to accept the COA Volunteer Recognition Event Planning Policy by Carol Thayer, seconded by James Mangan. The vote was unanimous to accept.

New Business:

1. The Survey Sub committee – chaired by Ralph Smith has been postponed until next month's agenda.
2. **Elder Services Board Liaison : Joanne Lepore**
Joanne attended a breakfast last month with over 70 others looking over the 29 million dollar financial and program activity budget 2018. Joanne presented some of the highlights.
The next meeting is scheduled for June 26th, 2019.
3. Phone Scams: Lee Culver emphasized again the need to inform our seniors about the numerous phone scams and ways to protect themselves.
4. Lee Culver concluded the meeting at 10:40am.
Motion was made to adjourn by Ralph Smith, seconded by James Mangan.
It was a unanimous vote to adjourn.

Next COA Board meeting scheduled for Wednesday, July 3, 2019 at 10 AM at the Harwich Community Center