

## Meeting Minutes

### Harwich Council on Aging Board of Directors Meeting

Wednesday – February 5, 2020 – 10 AM

Activity Room #1

#### Call to order:

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

#### Meeting Attendance:

Board Members: Chair Richard Waystack, Carol Thayer, Joanne Lepore, Ralph Smith, James Mangan, Angelina Raneo Chilaka

COA Staff Member: Director Emily Mitchell

#### 1. Moment of Silence –

In honor of Vice Chair Lee Culver for his many years of service to the Board. Lee was also on the Building Committee for the Community Center and played an integral role in the Center being supported and built. He also served on the Community Center Facilities Committee, the Youth and Recreation Committee, and the Cape Cod Regional Technical High School Committee. He served as Emergency Management Director and served with the Harwich Police Department for 29 years. Thank you to Lee for his selfless service to our community.

#### 2. Approval of January 8, 2020 minutes: Chair Richard Waystack

- a. Motion to approve the minutes - Carol Thayer
- b. Second – Ralph Smith
- c. Unanimous vote to approve the minutes.

#### Public Comments:

3. Ms. Kathleen Kelleher was asking about our follow up on her suggestion from last month on the board joining the AARP Age Friendly Community. She stated that the application is free and would be a benefit to our town.

Emily Mitchell responded to her request by saying at this time we have not applied for this program. She stated that Barnstable County is working with all fifteen towns on the Cape evaluating all of the age friendly data and we are still waiting for the information.

Richard Waystack suggested to Ms. Kelleher if she would like to further discuss this issue she should do so with Emily Mitchell following the meeting or a more convenient time.

#### Chair Richard Waystack Comments:

4. Richard highlighted the importance of Board member attendance at COA programs and events. It is a great way to see the programs the COA organizes and to get to know and support members of the public who attend these events.

### **Director Emily Mitchell's Report:**

5. There have been several exciting new COA programs in January and February. One that was particularly effective and well attended was the Advanced Directive workshop held on February 4<sup>th</sup> with a speaker from the Massachusetts Guardianship Academy.
6. Emily is working with Ginny Hewitt, Director of Brooks Free Library to host information sessions concerning the upcoming 2020 federal census.
7. The vacant van driver job has been posted. Today – February 5<sup>th</sup> was the last day to apply. At the present time four applications have been received.
8. The COA Budget presentation with the Board of Selectmen and Finance Committee is scheduled for Saturday – March 7<sup>th</sup>, 2020 at Town Hall.
9. The contract for the Fiscal Year 2020 Executive Office of Elder Affairs Formula Grant funds has been signed. The COA has been permitted to deficit spend against anticipated funds since the beginning of the fiscal year, but the signed contract means the funds have been formally distributed.
10. Emily presented the COA Revolving Fund quarterly report for the second quarter of FY 20. The Revolving Fund is used to support COA services and programming.
11. The Community Center's Twentieth Birthday Celebration - Community Center Director, Carolyn Carey has planned many events to celebrate this momentous occasion. The COA has helped in the catering of many of the programs. Thank you to Town Chef Linda St. Pierre for this help!
12. Emily distributed the Summary of Conflict of Interest Law for Municipal Employees to all Board members.

### **Old Business:**

13. Volunteer Recognition Event Planning Update:
  - a. The date for the dinner at Jake Rooney's is set for Tuesday – March 24, 2020. The cost of the event is around \$23/person, but to be negotiated with the owner next week. The COA committee of Emily Mitchell, Julie Witas, Carol Thayer, and Angie Chilaka will meet with the owner on Monday, February 10 to finalize the details. The Volunteer invitee list is being compiled and finalized this week. Volunteer of the Year recipients will receive a plaque generously paid for by the Harwich Fire Association.

### **New Business:**

14. Richard Waystack asked us to brainstorm ideas to honor and recognize Lee Culver for his countless years of service. We will contact other boards he served with to see what they are discussing and bring back our ideas to next month's meeting.
15. COA Sponsorship Policy - Emily has drafted a policy to formalize the process for COA sponsorship of programs and events. The COA Board will review the proposed policy for discussion and possible vote at the March meeting.

### **Elder Services Report – Joanne Lapore**

16. Joanne reported that there is a need for more workers providing home care. The number of elderly on the Cape is rising, but the number of workers who can afford to live on Cape to help the elderly is going down.
17. The Mayors for Meals program coordinated through Elder Services is scheduled for March 18, 2020. In this program, town leaders ride along with the Meals on Wheels program. This is a great opportunity for our Selectmen and/or Administrator to see the need within our own community. Emily Mitchell will contact the Selectmen and Administrator to ensure they are informed about this upcoming program and opportunity.
18. Joanne also reported about the Sandwich lawyer from Protective Services who was disparaged on Facebook. A point was made by Richard Waystack for the board to be very careful when reporting on any social media site.

### **Richard Waystack:**

19. Next meeting – Chanel 18 Station Manager will have a discussion on future taping of all meetings.
20. He asked each COA member if they had any other comments. At this time, all members had nothing additional to add.

### **Adjournment:**

Richard Waystack closed the meeting at 10:45 AM

Motion – Carol Thayer

Second – Ralph Smith

Unanimous vote to adjourn.

**Next COA Board Meeting is scheduled for Wednesday – March 4<sup>th</sup>, 2020 at 10 AM at the Harwich Community Center.**