

## Meeting Minutes

### Harwich Council on Aging Board of Directors Meeting

Wednesday, March 4, 2020, 10 AM

#### Activity Room #1

#### Meeting Attendance:

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

Guest: Jamie Goodwin, Channel 18 Director and Joanne Brown, Friends of the Harwich Council on Aging

COA Staff Member: Director Emily Mitchell

#### Call to Order:

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

#### Approval of Minutes

Approval of minutes from February 5, 2020 COA Board of Directors meeting

- Carol Thayer made the motion to approve the February 5, 2020 minutes. The motion was seconded by James Mangan. Unanimous vote to approve.

#### Public Comment: None

#### Chair's Comments (R. Waystack)

1. Since the passing of Lee Culver, the Board needs to fill the position of Vice Chair. Richard recommended that Carol Thayer take over as Vice Chair. Carol has extensive knowledge of the town having served on many boards and committees over the years.
  - Ralph Smith made a motion to appoint Carol Thayer as Vice Chair. The motion was seconded by James Mangan. Unanimous vote to appoint Carol as Vice Chair.
2. Recommendation that Justin White, alternate member to the COA Board, be appointed to a full position. Richard will discuss this topic with Select Board members Don Howell and Michael MacAskill, the interview team members, to discuss next steps in this process.
3. Recognition of Lee Culver
  - Lee served on all three committees associated with the Community Center (COA Board, Recreation Commission, and Community Center Facilities Committee) since the Community Center was conceptualized and built.

- A number of options for recognizing Lee Culver were discussed including naming space in his honor at the Community Center, having him inducted into the Town Hall of Fame, and others. This conversation will be ongoing and will be held in conjunction with the other boards Lee served on, other Town and community stakeholders, and his close friends and family.

**Director's Report (E. Mitchell):**

1. COA Van Driver Vacancy

- Four initial applicants, one withdrew. Three other applicants were interviewed on March 2<sup>nd</sup>. Primary COA Van Driver Gerry Golia assisted in the interview process
- Emily will finalize the applicant review process in the coming days and submit a final recommendation to the Interim Town Administrator for appointment.

2. FY 21 COA Budget Discussion:

- The FY 21 departmental budget request submitted by Emily in November totaled \$471,043, an increase of 3.5% over the FY 20 budget. The largest driving factor of the increase is due to salaries and wages (approx. 84% of total COA budget). Wage increases are governed by negotiation collective bargaining agreements. Salaries and Wages were up 3.8%, expenditures were up 1.84%.
- In his recommendation to the Board of Selectmen, the Interim Town Administrator cut the proposed COA budget to limit growth to 2%. Because there is no flexibility in Salaries and Wages increases, this cut forces a 6% reduction in the Expenditures budget relative to FY 20.
- The Interim Town Administrator proposed the reduction to come entirely from the Professional/Tech Services line item. This line item funds the subsidy to support Harwich residents attending the Orleans Adult Day Health program and is governed by an intermunicipal agreement with the Town of Orleans. That line could not absorb the proposed cut and continue to fund the subsidy.
- Emily has proposed alternate cuts (at an equivalent amount to the ITA's reduction from professional/tech services) if the cut is maintained by the Board of Selectmen. These cuts would impact advertising and printing, volunteer and staff training, special programming, My Senior Center software expansions, and minimal salary and wage cuts. Making these cuts would negatively impact upon core COA operations and services.
- The joint budget hearing of the Board of Selectmen and Finance Committee is scheduled for Saturday, March 7, 2020. Emily will present the COA budget in the afternoon session which begins at 12:30 PM. She will discuss the budget, the impact of proposed reductions, and she will request that cuts be restored to

minimize the impact on COA operations and services to Harwich seniors, families, and caregivers. Board members are encouraged to attend to share their feedback and offer their support.

### **Old Business:**

1. Discussion of Channel 18 Filming of COA Board Meetings (Jamie Goodwin, Channel 18 Director)

Jamie explained the reason why she would like to film all of our meetings and air them on Chanel 18. It can be a valuable tool for many of the seniors who are housebound or would prefer just to stay home and listen to the meetings and get all the facts. It would also be great for the snowbirds to catch up on old meetings.

Each of the board members stated their concerns, but it was unanimous that we felt that we should go ahead with the filming.

Richard stated that it is important that we be transparent.

Jamie stated that our town has 33 active boards and 22 at the present time are being filmed. Thank you Jamie for taking on this extensive project.

- a. Motion was made to be filmed – Ralph Smith
- b. Second – James Mangan
- c. Unanimous vote to be filmed by Chanel 18.

Upcoming meetings will be held in the Chanel 18 Studio.

2. Council on Aging Program Sponsorship Policy

Emily has drafted a policy to formalize the process by which vendors can have their programs/classes sponsored by the Council on Aging. The policy outlines the types of programs suitable for sponsorship (must be consistent with the department's mission and responsive to the needs of older adults), insurance/licensure requirements, and details on scheduling, fees, publicity, and miscellaneous considerations.

- a. Motion to approve COA Program sponsorship policy made by Carol Thayer
- b. Seconded by James Mangan
- c. Unanimous vote to approve

3. Volunteer Recognition Luncheon:

The Luncheon is scheduled for Tuesday – March 24<sup>th</sup> at Jake Rooney's Restaurant. Approximately 90 volunteers have received invitations as well as the Police and Fire Dept., Carolyn Carey, Friends of the COA, and staff of the COA. Invitations were also sent out to the Cape Cod Chronicle and Cape Cod Times.

The cost per meal is \$23 per person; \$17 per person will be covered by the Executive Office of Elder Affairs Formula Grant. The balance will be covered by the Friends of the Harwich Council on Aging.

Two individuals will receive special recognition as Volunteers of the Year in recognition of their extensive contributions to the COA.

The RSVP deadline for attending the event is March 11<sup>th</sup>.

Thank you to Carol, Julie, Emily, and Angie for working on this event. Thank you to the Harwich Fire Association for purchasing the plaques being awarded to the Volunteers of the Year.

Guest: Joanne Brown – Friends of the Harwich Council on Aging. Stated that they will pick up the balance of the costs for hosting the luncheon and the gift certificates for the Laurel Award.

Thank you again to the Friends of the Council on Aging.

### **New Business**

1. Update from Elder Services Board Liaison (J. Lepore)

Joanne stated that she did not have a great deal to report back due to the fact that many of the representatives were not in attendance at the most recent meeting.

The Mayor on Wheels program - A member of the Select Board or Administration from each town is asked to ride with the meals on wheels delivery drivers to see how the program works and meet with many of the elderly who live in our town. The Date is set for March 18<sup>th</sup>.

Emily will check in with the Interim Town Administrator to determine if any Select Board members or staff in the Administration Office are available and interested in volunteering for this program.

Thank you Joanne for doing a wonderful job representing the Harwich COA.

### **Board Member Comments:**

1. Richard raised the question as to how the COA was preparing for the potential impact of the coronavirus and how they were keeping seniors informed.

Emily responded that she was meeting with Meggan Eldredge, the Harwich Health Director and with Susan Jusell, the Town Nurse, to discuss this topic this week.

Justin White stated that he would be willing to attend any of their meeting when asked.

At the present time- information is being put out by the CDC and MA Dept. of Public Health with the focus on keeping yourself safe and ways of cutting your chances of contracting the disease. Emily will report back to us with further information.

Jamie sent out the information from the CDC and MA Dept. of Public Health on the Town Website and Channel 18 Facebook page.

**Adjournment:**

- Motion to adjourn the meeting at 11:15 AM – Ralph Smith
- Second – James Mangan
- Unanimous vote to adjourn.

**Next COA Board Meeting is scheduled for Wednesday – April 1<sup>st</sup>, 2020 at 10am at the Harwich Community Center – Channel 18 Studio.**