

Meeting Minutes
Harwich Council on Aging Board of Directors Meeting
Wednesday, December 2, 2020, 10 AM
Remote Participation Only

Meeting Attendance:

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

COA Staff Member: Director Emily Mitchell

I. Call to Order:

The meeting was called to order by the Chair Richard Waystack at 10:05 am

II. Approval of Minutes

Joanne Lepore made motion to approve the minutes from the November 4, 2020 COA Board of Directors meeting. The motion was seconded by Angelina Chilaka. Unanimous vote among members present to approve.

III. Public Comments: None

IV. Chair's Comments (R. Waystack): The Chair thanked Carol Thayer, Vice Chair, for running the November 4, 2020 meeting in his absence.

V. Director's Report (E. Mitchell)

A. Overview of current and anticipated COA operations – operations are largely unchanged from last month. Continued priority for community based services (lunch program, transportation, grocery/pharmacy assistance) and ongoing 1:1 onsite appointments with staff and professionals (Elder Law attorneys, podiatry care providers, Mobile Dental Hygiene Clinic, Wellness Clinic). As numbers increase, COA staff are asking people to seek assistance by phone or email whenever possible. The COA may have to further scale back in person services if numbers continue to increase.

B. Programming updates

1. Holiday Programming – The COA prepared and delivered 70 Thanksgiving meals. There will be a winter holiday meal distribution, also with a capacity of 70, on December 22, 2020. Meals are offered on a first come, first serve basis. The COA implemented a dedicated phone line to take and track sign ups to ensure everyone has equal access and opportunity to participate. The COA also plans to partner with Kiwanis for the annual Cranberry Bread distribution program.

2. Ordinary Programming – Betty Brady, longtime provider of podiatry care at the Harwich COA, is retiring. Thank you for her years of service and care. She has brought on her own replacement, Autumn Knight, who will be

taking over Betty's schedule. Emily is also working with a podiatry doctor in Chatham to expand onsite offerings.

- C. COA Volunteer needs, recruitment, and training** – Since the last meeting, there has been an increase in volunteer drivers to assist with our lunch program. We have also has several new volunteers express interest in assisting with the COA website. We currently have sufficient volunteer coverage of the COA reception area based on our capacity and programming restrictions. Ralph Smith commented that Julie Witas, Social Services Coordinator, is doing an incredible job coordinating volunteer efforts.
- D. FY 22 COA Budget – updates re budget directives and preliminary departmental request** – The budget directive from the Interim Town Administrator is that all departments level fund relative to FY 21. Initial departmental requests must be submitted by December 4, 2020. Anticipated changes at this time: Increases – postage for newsletter, proposed staffing reorganization to replace Program Specialist 1 position with a Program Specialist 2; Decreases: Copier costs – current lease is set to expire. Emily is looking into purchasing a copier to cut down on costs. Other impact: level funding will dramatically affect the lunch program. FY 21 funding supports 60 meals/day after a period of time where food costs of FEMA reimbursable. FEMA reimbursement is anticipated to end prior to FY 22. Keeping the same level of town funding, without the FEMA support, would reduce meal capacity to 40-45 meals per day, rather than 60.

VI. Old Business: None

VII. New Business

- A.** The annual COA Board of Directors meeting with the Board of Selectmen is scheduled for Monday, December 14, 2020, at 6:30 PM. The meeting will be held by remote participation only and COA Board members are encouraged to attend. Emily will share the meeting credentials and final COA Board report prior to the December 14 meeting.
- B.** Thank you letter from COA Board to Friends of COA for their support of FY 21 newsletter postage costs. Consensus to have Richard Waystack sign on behalf of the COA Board.
- C.** Update from Elder Services Board Liaison (J. Lepore)
 - a. Joanne was unable to attend the November/December Elder Services Board meeting held on December 1, 2020. The next meeting is scheduled for January 26, 2021.

VIII. Member Comments

- A.** Ralph Smith asked about the cost per meal for the lunch program. Emily answered that it is approximately \$4/meal.
- B.** All members thanked the COA staff or their work

IX. Adjournment

Ralph Smith made the motion to adjourn at 10:36 AM. Joanne Lepore seconded the motion. Unanimous vote among members present.

Next meeting: Wednesday, January 6, 2021, 10 AM, by remote participation only