

**Harwich Council on Aging Board of Directors
Meeting Minutes**

Wednesday – June 21st, 2023

Harwich Community Center – 100 Oak St. – Harwich, MA 02645

Channel 18 Studio

Meeting Attendance:

Vice Chair – Carol Thayer, John Bathelt, Justin White, Ralph Smith, Angelina Chilaka

COA Staff: Julie Witas – Director
Jen Anderson – Program Specialist III

Guests: None

1. Call to Order:

Vice Chair Carol Thayer called the meeting to order at 10:03 AM.

2. Approval of May 2023 Minutes:

The board was asked to approve the May 2023 board minutes. John Bathelt made the motion to approve the minutes and Ralph Smith seconded the motion.

Unanimous vote by the members to approve the minutes.

3. Public Comment: None

4. Vice Chair Report: Carol Thayer
None

5. Director's Report: Julie Witas

a. Staff Updates:

- i. Julie introduced Jen Anderson our new Program Specialist III to the board. Jen gave us a brief biography of herself. Jen comes from Grafton, MA and has been a Director of Recreation and events specialist for her town. She joined us one week ago and is loving the Cape. The Board members introduced themselves and welcomed Jen aboard.
- ii. Van Drivers: Gerry Golia is back to driving twenty hours a week. Julie is in the process of hiring another per diem driver and expects to be able to have the offer letter signed in about a week.
- iii. The COA is preparing to wish Marie Carlson the very best on her retirement on July 14th. The retirement party will be held on Wed. July 5th from 1pm – 3pm in the Multipurpose room. The Executive Assistant position has been posted internally by the Town for the next two weeks. Later the position will be posted externally for others to apply.

- b. **Current Operations:**

There will be a Pride Ice Cream Social scheduled for Thursday – June 29th in the multipurpose room. The Time is set for 1:30pm – 2:30pm.
- c. The Harwich Women’s Club has made a generous donation to the Harwich COA to support our Chair Yoga class for two months.

Angie Chilaka will send out a thank you note on behalf of the COA Board members to thank the Harwich Women’s Club.
- d. The town’s new phone system was just installed. Julie asked for us to have patience with the staff who are trying to learn and operate this new system.
- e. **Lunch Program Updates:** Julie announced that the number of Grab & Go meals will be reduced to a limit of 35/day as of July 1st. (We will still serve a total of 70 meals per day, therefore, 35 will be available as Dine In as well.) This is due in part to the cost of supplies required to package Grab & Go meals, and also because we want to reinforce one of the original intentions of the dining program, which is socialization. As demand for Grab & Go will likely exceed supply, we will prioritize those with health and financial needs. In order to be objective, these needs will be documented by: a letter from a clinician that states the client has trouble preparing their own meals OR is “medically frail” (health) or a letter showing current MassHealth or SNAP benefits (financial).
- f. Each month the COA highlights one program offered at our center. This month we focused on the Harwich Family Pantry. Seniors can go onto the Pantry website and download an order form, come into the COA and pick up a form, or call on the phone and a staff member will take your order. Food will be delivered on Tuesdays or Thursdays, depending on the van schedule that week. No senior will be turned away for any reason, so please call use this service if you need it. Thank you again to the Harwich Family Pantry for all of their hard work.

6. **Old Business:** None

7. **New Business:** None

8. **Board Comments:**

- a. Justin White apologized for missing a few meetings but this was due to his work schedule for the Harwich Fire Dept.
- b. All others – welcomed Jen Anderson and thanked the staff for their hard work.

9. **Adjournment:**

- a. Ralph Smith made the motion to adjourn and John Bathelt seconded the motion. It was a unanimous vote to adjourn.
- b. The meeting adjourned at 10:23am.

The next meeting is scheduled for Wednesday – July 19, 2023 at 10am.