**MEETING MINUTES**

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

Wednesday, September 13, 2017

Held at the Harwich Community Center

**MEETING ATTENDANCE:**

**Board Members:** Lee Culver, Joanne Lepore, James Mangan, Ralph Smith, Carol Thayer, and Richard Waystack. (Robert Aron has resigned from the Board.)

**COA Staff Present:** Judi Wilson, Director; Kevin Grunwald, Social Services Coord.

**CALL TO ORDER:**

A quorum was established and the meeting was called to order by Chairman Waystack at 9:30am. In the absence of a Recording Secretary, Director Wilson agreed to take minutes.

**APPROVAL OF MINUTES:**

Since the minutes of the July 5, 2017 Harwich COA Board meeting were not distributed for this meeting, a decision was made to postpone their approval.

**NEW BUSINESS**:

**Welcome New COA Board Member:** Chairman Waystack introduced new COA Board Member, Carol Thayer.

**Welcome New COA Director:** Chairman Waystack introduced new COA Director, Judi Wilson. It was reported that he participated on the interview process for the selection of the new Director, along with a representative from the Friends, the Town Administrator, Assistant Town Administrator, and the Community Center Director.

**EMS/COA Cooperation:** In light of current hurricane emergencies in the south, Vice Chairman Culver expressed concern for the town’s vulnerable elderly population in the event of a weather emergency or need for shelter. The former COA Director maintained a list of those most vulnerable and worked with local skilled nursing facilities to ensure their cooperation during emergencies. It was reported that information for this list would come from the telephone reassurance list, emergency personnel, COA Outreach, Community Center personnel, the Town Nurse, and perhaps Elder Service. It was agreed that Vice Chairman Culver and Director Wilson would meet to review procedures.

**2017 Annual Meeting with the Board of Selectmen:** Chairman Waystack reported that in accordance with Harwich Home Rule Charter, the Council on Aging will meet with the Board of Selectmen on Monday, September 18th for an annual meeting. He will submit a written report. Board members are welcome to attend.

**Proclamation:** This agenda item was postponed.

**OLD BUSINESS**:

**Staff Update – Director:** Judi Wilson reported she has spent time her first week meeting individually with staff members, reviewing files, and meeting program participants. She reported a need to bring a few important draft policies (confidentiality, CORI, and newsletter distribution) to the Board for review within her first couple of months. The Board requested draft policies be distributed with the meeting packet for their review prior to the meeting.

**Program Update – Social Services Coord:** Kevin Grunwald reported on two important upcoming COA events: the September 25th live simulcast of Dr. Atul Gawande (*author of Being Mortal*) with Nauset Neighbors, and the 2nd Death Café on September 26th, which is an opportunity for individuals to participate in a group directed informal discussion of death and dying.

**JOINT MEETING WITH THE FRIENDS OF THE HARWICH COA**:

**Friends Members who joined the COA Meeting:** Friends of HCOA Chairman, Jack Browne; Joanne Brown, and Christina Joyce.

**Friends of HCOA Dinner Dance:** Chairman Waystack reported that the Friends will be holding a fundraising dinner dance on October 20th at the Sea View in Dennis and flyers would be distributed shortly.

**My Senior Center Update:** Director Wilson reported that she has obtained a more detailed cost estimate from MSC and it appears the actual cost will be between approximately $13,000, depending on final equipment needs. This quote includes one touch screen, a portable scanner, remote configuration of existing Servetracker data, as well as onsite training. It will have to be determined if additional keytags are needed and whether an existing touch screen is fully compatible for use with the new system. With 3 entrances to the Community Center and COA events being held in every area of the building there are some logistics to figure out before we move forward. Director Wilson will collaborate with Community Center Director, Carolyn Carey on some of the details. Friends Chairman Brown reported that Town Administrator, Chris Clark, had approached him for consideration of funding assistance from the Friends for the project. The COA Board requested that additional information be presented at their next meeting on October 4th once some of the logistics have been worked out.

**ADJOURNMENT:**

With no further business, Chairman Waystack asked for a motion to adjourn the COA Board meeting. Lee Culver put forth a motion which was seconded by Joanne Lepore. The meeting was adjourned at 10:40 am. Vote: 6(Y) 0(N) 0(A).

*The next COA Board Meeting will be held on Wednesday, October 4, 2017*

*Respectfully submitted,*

*Judi Wilson*

*Director, HCOA*

***Approved by vote at the 10/04/2017 meeting of the HCOA Board***