**MEETING MINUTES**

Harwich Council on Aging Board of Directors Meeting

May 2, 2018

Held at the Harwich Community Center

**MEETING ATTENDANCE**

**Board Members:** Richard Waystack, Lee Culver, Jim Mangan, Joanne Lepore, Angie Chilaka, Joan Felahi, Carol Thayer and Ralph Smith

**COA Staff:** Judi Wilson, COA Director, Marie Carlson, Recording Secretary

**Other Attendees**: Jack Brown, representing The Friends

**CALL TO ORDER**: A quorum was established, and the meeting was called to order at 10:00 a.m. by Chairman Richard Waystack.

**APPROVAL OF MINUTES:** Richard Waystack asked for a motion to approve minutes from the April 4th meeting. The motion to approve was made by Lee Culver, seconded by Ralph Smith. All in favor-vote carries.

**PUBLIC COMMENT: None**

**CHAIRS REPORT:**

**Chairman, Richard Waystack,** directed meeting to Judi Wilson.

**NEW BUSINESS:**

A short discussion took place about new replacement transportation for the COA.

Judi Wilson informed the board of the new wheelchair accessible CCRT van arriving soon, and suggested COA also keep the old one as well. Discussion as to maintenance costs further discussion and alternate uses will take place.

Discussion took place on the serious staff shortages COA is facing. Meeting required deadlines is a challenge as staff must cover for absentee times, compromising individual required duties and tasks. Phone calls must be triaged properly, new software training is beginning, and volunteers cannot meet these types of challenges. The support of the Board is necessary to help with the acquisition of staff support.

**DIRECTORS REPORT:**

**Director, Judi Wilson** gave the Board an update on the work and progress taking place to secure the new software My Senior Center, noting it was going as planned and staff training was to begin May 23, 2018.

Judi reminded the Board of the upcoming retirement of Kevin Grunwald, stating that he has agreed to train the new hire, for a smoother transition. The position’s job description has been updated to meet the requirements of the position. She informed that the hiring process is way behind and there will be a gap in the timeline for a replacement.

Briefly discussed was the COA mailings and the opportunity to send out information to seniors through other venues such as tax time mailings.

The Board was brought up to date on the new plan for the lobby and told of the space- planning with a vendor and furniture purchase with the help of funds from the “Friends”. A successful effort has been made to secure a permanent room in the COA section of the Community Center for Pedi-Care/Foot Care for participating seniors, as opposed to being assigned different rooms throughout the Community Center. This was accomplished through the efforts of inter-departmental collaboration. In, addition new exercise equipment for senior exercise programs have been purchased with the help of a grant.

A short discussion on the assessment of needs and compliance for handi-cap accessibility issues regarding beaches, docks, signage took place.

Judi reported on her meeting with board member Lee Culver to review Emergency operations. It was brought to the attention of the Board the COA department is not adequately staffed given the size of community and growth in senior population.

Judi stressed the importance of accurate information and addressing non-compliance of our seniors when filling out information needed to help determine funding. She explained the Federal Funding formula and the impact of demographics on that funding and the importance of the 2020 Federal Census.

Judi gave a report on the meetings she has attended, informing the Board of the many discussions and topics of those meetings. One such topic was that of seniors raising grandchildren (of adult children with drug problems. Seminars are being offered and perhaps our COA could get involved.

**Jack Brown:** offered “The Friends” may be able to sponsor such an event.

Judi addressed the Board in regard to the Outreach Workers citing the critical issues they face. She stressed they face critical issues such as crisis intervention, at times involving police, EMTs, home visits, and hospitalization. Judi’s goal was to help the Board understand the depth of the position and the education and tools required for these workers to be effective.

**Jim Mangan**: stressed the need for meeting the challenges of such complex issues, and educating town administrators of these challenges as a means to gain support and appropriate community resources.

**OLD BUSINESS:**

Chair, Richard Waystack addressed the Board about the proposed mission statement and asked for a motion to support it. The motion was made by Lee Culver to support the statement and it was seconded by ,Carol Thayer. All in favor, vote carries.

Continued discussion took place on the need to have adequate staff for COA and the challenges staff shortages create. Several suggestions were made offering volunteers may be trained to fill in. However, the complexity of new software programming, triaging phones, and additional duties require trained staff. Richard Waystack offered attending Selectman’s meetings, town meetings and making the COA more visible to administration may give a better voice to the critical needs of the COA.

**Jack Brown**: reminded all that the Friends bus needs riders, efforts made on their behalf would be appreciated. A new decal will be added.

**ADJOURNMENT:**

With no further business, a motion to adjourn the meeting was made by Angela Chilaka and seconded by Lee Culver, all in favor, vote carries.

The meeting was adjourned at **11:10 a.m**.

The next meeting will be **June 6, 2018** at 10:00 A.M. at the Harwich Council on Aging Department.

*Submitted by Marie Carlson, Recording Secretary*

*Executive Assistant, Harwich Council on Aging*

***Amended and approved by vote at the 6/6/2018 meeting of the HCOA Board***