

**Town of Norfolk Council on Aging
Minutes of Board Meeting**

October 16, 2017

Ms. Beth Vallee, Chairman, called the meeting to order at 9:30 a.m.

Board Members in Attendance: Ms. Beth Vallee, Chairman; Ms. Kathy Burkle, Secretary; Mr. Richard Connors; Mr. Thomas Mirabile; Ms. Barbara Phillips

Associate Members in Attendance: None

HESSCO Representative: Jerry Calhoun

Friends and Guests: None

Staff in Attendance: Ms. Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of September 18, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Mr. Connors, seconded by Ms. Vallee.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$469. Spend to-date.
- FY'18 – Exec Office of Elder Affairs – approx.. \$16K budget / \$1424. Spend to-date. (AKA: Formula Grant)
- Open question on how the budget is calculated (based on census?). If every 10 years (federal census), unrealistic for Norfolk given significant increase in senior population.
- Use of Discretionary Funds: needs further definition of how this will be used – and how much is remaining.

Senior Report:

Ms. Quinn

- Looking to make the bus wheelchair accessible for two – which was originally not a requirement; yoga expansion being explored – including in the evening; history talks planned; Veterans breakfast; flu clinic; seeking another podiatrist.

Correspondence:

- Christine responded to Bill Crane's questions regarding some of the Center's programs. Bill expressed a desire to improve communications.

Staff Report:

Ms. Quinn

- Intent to fill Jean Cotton's role with a program coordinator. Four people were interviewed. Outreach would be a component of this role. Board's strong opinion is that an individual is needed for Outreach (staff position).

Areas of Concern:

Various

- Staffing needs.

HESSCO Representative Report:

- Currently has 50 clients awaiting service. Finding Aids is difficult. HESSCO is reaching out to other agencies for support.
- Over 200 participants at the Age Well program.
- Pilot program for TeleBehavioral Health (telehealth – use of electronic interaction).

Friends of the COA Report:

- No Friends attended the meeting. No information available.

New Business:

- The Board voted to recommend Jerry Calhoun as a member of the Board for Council on Aging.
- Open Meeting Law Guide – distributed and signed by all Board members
- Suggestion for Christine to coordinate senior programs with Serena from the library

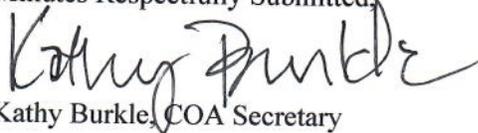
Action Items:

- Christine will ask Jack about funding/recruiting for an Assistant Director position. Can this be put on the warrant for November? The job description has already been approved. ASSIGNEE: Christine. STATUS: was not on the warrant (too late). CLOSED
- Beth will request a meeting with Bill Crane to discuss the relationship between the Friends and the COA. The COA would also like to understand his future vision. ASSIGNEE: Beth. STATUS: Beth spoke to Bill Crane – he wants to improve communications but would not disclose timing/location of Friends meetings. They are closed meetings. Beth will continue to work toward building trust with the Friends. CLOSED
- Richard Connors will approach Christine Gleason to determine if she has an interest in joining the COA. ASSIGNEE: Richard. STATUS: Christine Gleason declined. CLOSED
- Thomas Mirabile will approach Jerry Calhoun to determine if he has an interest in joining the COA. ASSIGNEE: Thomas. STATUS: Jerry Calhoun would like to join – the Board approved. CLOSED
- Debbie Grover is another possible candidate for the COA Board. She will be invited to attend a meeting. ASSIGNEE: Open STATUS: Richard will reach out to Debbie
- Beth and Kathy will look through the Senior Center files for supporting documentation on the Betty L. 'Betsy' Weaver gift to the COA. ASSIGNEES: Beth and Kathy STATUS: Done. CLOSED
- _____ 10/16/17
- Christine will contact the Personnel Board to secure a copy of the job description that has already been approved (Assistant Director). ASSIGNEE: Christine
- Get a copy of Norma's former monthly financial reporting sheet for possible use in our minutes. ASSIGNEE: Christine
- Secure a copy of Norfolk demographics from Carol Greene. ASSIGNEE: Christine
- Develop a matrix on staffing (position/funding source/status). ASSIGNEE: Kathy and Christine

- Update on funding from Executive Office on Elder Affairs – and development of a spreadsheet on all financial reporting. We will start with Norma’s former reporting. ASSIGNEE: Kathy and Christine
- Launch of an active campaign to secure additional funding/staffing for the Senior Center. Intent is to present at the spring town meeting. Requires further discussion. ASSIGNEE: All

Motion to adjourn at 11:53 a.m. by Mr. Connors, seconded by Ms. Burkle.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary

November 19, 2017

Next Meeting November 20, 2017 at 9:30 a.m.