

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

November 20, 2017

Ms. Beth Vallee, Chairman, called the meeting to order at 9:37 a.m.

Board Members in Attendance: Ms. Beth Vallee, Chairman; Ms. Kathy Burkle, Secretary; Mr. Jerry Calhoun; 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 October 16, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Beth Vallee, seconded by Barbara Phillips.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$482. Spend to-date. Christine would like to use this funding to pay teachers etc.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$985. Spend to-date.
- The Board would like to continue seeing the detail of these reports for the next several months.

Staff Report:

Ms. Quinn

- Program Coordinator has been hired: Kathleen Sebring starts 11/20/17 – 30 hours/week.
- Outreach Worker – seeking candidates. This is an approved position. 5-10 hours/week. This will be posted. This position has been open for 3 months.
- Ray's position – union concern about losing this position as Ray works less than 20 hours/week.

Senior Report:

Ms. Quinn

- We're losing the Visiting Nurse – she is seeking a replacement; suggestion that Christine bring a printout of the next month calendar to this meeting supporting this section of the agenda.

Correspondence:

- None

Areas of Concern:

Various

- Still looking at the bus – making it wheelchair accessible. Possible alternative is to sell the bus and purchase one that can accommodate wheelchairs. GATRA is NOT an option for us as GATRA will provide a vehicle – but then we must supply everything else. GATRA will not

supply group transportation for trips etc. We are in violation of the American Disabilities Act if we cannot supply transportation to wheelchair-bound program participants.

- General transportation (to/from the Senior Center) has been offered in the past. Core foundation of what we provided.

HESSCO Representative Report:

- Advocacy program – move from home care programs to managed care plans – kept the option as a right to choose – as it should be. This program has been retained.
- “Senior Care Options” – available through Mass Health if over 65. This covers broader services and offers more to participants. Excellent benefits for seniors on Mass Health. Includes home care services. This is part of the ‘Community First’ effort through Elder Affairs.
- Many senior centers have been collecting wheelchairs. An organization – “Re-Equip” – will pick up and refurbish for redistribution to those who need them.

Friends of the COA Report:

- No Friends leadership attended the meeting. No information available.

New Business:

- Proposal for a business open house was distributed for review. This would be part of a ‘rebranding’ effort. This is an effort to showcase the Senior Center – and secure additional advertising. This is a suggestion from Karen Fontaine from LPI (community advertising sales executive). This is an FYI. Possibly do in the spring.
- Senior Tax Program – info distributed by Christine. The town is looking for a policy on this. Approximately 12 residents have applied. Library, schools, town hall and the senior center have taken advantage of these individuals in the past. The hourly rate has been increased to \$11/hour. \$10K was the amount allocated to this program. Suggestion we ask for greater budget to fund this tax discount for seniors. Components of the policy to be explored/recommended: eligibility, how much total in the town budget, hourly rate, amount of tax relief per individual (state max is \$1500.).

Action Items:

- 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. STATUS: Richard has informed the Board that Debbie is interested and will come to the December COA Board Meeting. CLOSED.
- 10/16/17 ACTION ITEMS
- Christine will contact the Personnel Board to secure a copy of the job description that has already been approved (Assistant Director). ASSIGNEE: Christine STATUS: Position will remain as an open unfunded position – but this is CLOSED.
- Get a copy of Norma’s former monthly financial reporting sheet for possible use in our minutes. ASSIGNEE: Christine STATUS: This will evolve. CLOSED.
- 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 STATUS: CLOSED.
- 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. Incorporate statistics re: the senior population of Norfolk. ASSIGNEE: All
- 11/20/17 ACTION ITEMS
- Budget process for FY2019 needs to be outlined so we ensure Board involvement. ASSIGNEE: TBD
- Tom will give his PR list to Christine to share with Kathleen Sebring. ASSIGNEE: Tom/Christine
- Senior Tax Program proposed policy is needed. Everyone should review materials distributed by Christine and offer feedback. A first draft will be developed. ASSIGNEE: Beth and Tom

Motion to adjourn at 11:21 a.m. by Kathy Burkle, seconded by Barbara Phillips.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary

December 13, 2017

Next Meeting December 18, 2017 at 9:30 a.m.