

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

March 19, 2018

Beth Vallee, Chairman, called the meeting to order at 9:35 a.m.

Board Members in Attendance: Beth Vallee, Chairman; Kathy Burkle, Secretary; Jerry Calhoun; Barbara Phillips; Janice Axberg

Associate Members in Attendance: Deb Grover

HESSCO Representative: Jerry Calhoun

Friends and Guests: None

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of February 26, 2018 were read and approved unanimously by voice vote after a motion for approval was made by Jerry Calhoun, seconded by Barbara Phillips.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$3568. spend to-date. \$1870. remaining.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$4916. spend to-date. \$10,885. remaining. Christine has plans for these funds. Some will be spent on programs and exercise programs.
- Salaries - \$158,256. budget / \$90,386. spend to-date. \$67,870. remaining. Christine anticipates a projected spend of \$55K which will result in approx \$25K under budget in expense line. Christine requested the town accountant and city administrator transfer this surplus to expenses for Facilities. They have agreed to this approach.

Staff Report:

Ms. Quinn

- Outreach worker position in process and interviews for this position will start. There are two candidates at this time.
- Yoga instructor Jen will be leaving for a few months. Her last class is April 19th. It is hopeful she will then return. Christine is seeking another yoga instructor.

Senior Report:

Ms. Quinn

- Reference the Silver Set Gazette for specific programs scheduled.
- Other programs being explored: food pantry collection point, cable TV show (monthly or quarterly).
- Given our discussion with GATRA last month, we want to ensure we inform all that we can accommodate mobility limitations and encourage participation in Center trips and activities.

Correspondence:

- None

Areas of Concern:

Various

- It is still not known if the Volunteers Lunch will be funded by The Friends. Beth suggested that thanking the volunteers should come from Christine – and not The Friends – as members of The Friends should be recognized as well for their contributions. Christine is waiting to hear back from The Friends on their plans for a luncheon.
- Question of whether or not the Senior Center is designated as a ‘shelter’. Yes – it is. Cots are located in the building. Emergency Preparedness was discussed. Also discussed the MRC (Medical Reserve Core). There seems to be little coordination among the town departments – and an infrastructure does not seem to be in place to execute activating a shelter.

HESSCO Representative Report:

- Meeting was cancelled – however – two meetings ago it was mentioned there’s a proposal to increase the budget for COA’s (\$\$ per person).

Friends of the COA Report:

- No Friends leadership attended the meeting – no report.

New Business:

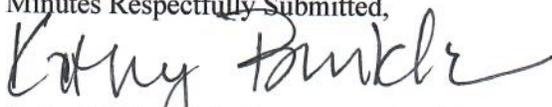
- Elizabeth Whitney has written a book on the history of Norfolk. Very interesting – and may be a possible program for the Center.

Action Items:

- **2/26/18 ACTION ITEMS**
- Planning for another GATRA/Charlie Card event (registration and Charlie Card) will be launched. Initial target date for this is May 17th. Given Town Meeting is May 8 – have literature regarding this event available for distribution. Further update as of 3/19/18: GATRA event will be held on 5/15 from 3pm to 7pm. A GATRA rep will be present. Open question about who will take the pictures – Senior Center or GATRA. Beth will pull out the publicity materials from the last event and provide to Christine. ASSIGNEE: Christine and Beth
- Select staff at the Senior Center will go through training to be Serve Safe Certified. Christine, Kathy and others from the Senior Center will be trained. ASSIGNEE: Christine

Motion to adjourn at 10:09 a.m. by Beth Vallee, seconded by Jerry Calhoun.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary April 21, 2018

Next Meeting April 23, 2018 at 9:30 a.m.