

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

June 18, 2018

Beth Vallee, Chairman, called the meeting to order at 9:32 a.m.

Board Members in Attendance: Beth Vallee, Chairman; Kathy Burkle, Secretary; Jerry Calhoun; Janice Axberg; Thomas Mirabile; Barbara Phillips; Debbie Grover; Jim Schweitzer

Associate Members in Attendance:

HESCO Representative: Jerry Calhoun

Friends and Guests: Joe Fontes (interested in joining the COA Board)

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of May 21, 2018 were read and approved unanimously by voice vote after a motion for approval was made by Janice Axberg, seconded by Barbara Phillips.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$4949. spend to-date. \$490. remaining.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$14,273. spend to-date. \$1528. remaining. Christine's plans for both the Town Fund and the Formula Grant remaining funds include: MA COA dues, instructor fees, weights, chairs for the large room and the Aging Mastery Program.
- Salaries - \$158,256. budget / \$129,030. spend to-date. \$29,226. remaining. There will be a surplus in funds. The town will not allow a transfer of this surplus to expenses. There will be no paving of the parking lot in this fiscal year.
- There is a Town Meeting in November and the approved budget for Salaries can be revisited at that time.

Staff Report:

Ms. Quinn

- Lisa Yorra has started a volunteer program.
- Lisa is also identifying the over 80 population in Norfolk.

Directors Report:

Ms. Quinn

- Reference the Silver Set Gazette for specific programs scheduled.
- Scam presentation will be held August 7th at 3pm.
- New Selectman – Kevin Kalkut – visited the Center. He was interested in understanding the unmet needs of the Senior Center.
- Robocalls are now going out with a Norfolk phone number. There is no additional charge for this service.
- Propane tank had to be replaced.
- Barbara is planning future trips – and collaborating with the Millis Senior Center.

Correspondence:

- Beth Vallee has tendered her resignation from the COA
- Norma Shrum has sent an email informing Christine that the Friends will only be providing coffee supplies as per a vote.

Areas of Concern:

Various

- Extensive discussion on the Friends of the COA and their lack of support of the Norfolk Senior Center programs.

HESSCO Representative Report:

- State Budget was discussed - hopeful for an increase to be approved.
- Discussion on money spent on protective services (court costs) – this raised the question of self-neglect in Norfolk. May be a focus for Lisa to identify these individuals.

New Business:

- All expressed appreciation to Beth Vallee for her service to the COA.
- Debbie Grover is willing to be the Chairman of the COA replacing Beth Vallee.

Action Items:

- **5/21/18 ACTION ITEMS**
- Determine cost of implementing the additional feature in MySeniorCenter to have the reverse call feature use a Norfolk-based phone number. **ASSIGNEE: Christine - CLOSED**
- Ensure the Podiatrist visits are noted in every newsletter. **ASSIGNEE: Christine - CLOSED**
- Follow up with the former hairdresser clients to see if they are being serviced now that the hairdresser is only working from her salon. **ASSIGNEE: Lisa via Christine**
- Finalize all required paperwork by the town in order to be a member of the COA Board. **ASSIGNEE: Debbie Grover/Jim Schweitzer/Christine - CLOSED**
- Ensure there is an on-going reminder in the newsletter to be aware and on guard of Financial scams targeting seniors. **ASSIGNEE: Christine – CLOSED**
- **6/18/18 ACTION ITEMS**
- Beth Vallee will provide the COA with a chronological recap of her knowledge of the Friends challenge. **ASSIGNEE: Beth**
- Visit-A-Senior-Center and report back to the Board by the September meeting. Jim – Medfield; Deb – Wrentham and Plainville; Kathy – Walpole; Joe – Franklin; Janice – Medway; Barbara – Millis; Tom - Natick. **ASSIGNEE: All – specifics see below****
- Copy of the bylaws (Blue Book) to all Board members. **ASSIGNEE: Christine**
- Determine if COA Board members can campaign for candidates. **ASSIGNEE: Christine to ask Carole Green**
- Conduct a survey of Norfolk seniors to determine needs, wants, etc. Determine the ‘how’. **ASSIGNEE: Open**

****Information to capture on Senior Center visits:**

- Current newsletter
- Number of staff and roles
- Budget
- Programs/services
- Number of volunteers
- Meal programs
- Transportation
- Relationship with the Friends
- Mission statement
- Copy of By-laws

Motion to adjourn at 10:52 a.m. by Janice Axberg, seconded by Kathy Burkle.

Minutes Respectfully Submitted,

A handwritten signature in cursive script that reads "Kathy Burkle". The signature is written in dark ink and is positioned above the typed name.

Kathy Burkle, COA Secretary September 20, 2018

Next Meeting September 21, 2018 at 10:00 a.m.