

COA Board Meeting Minutes
October 18, 2023
12:30 PM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Anne-Marie Gagnon, Andrew Lizardi

- The **minutes of the September 14th** meeting were accepted.
- Andrew put together a new format for the **monthly financial statement**, and everyone on the Board is very appreciative of what he accomplished. We decided on displaying 3 months of data on each tab of the Excel spreadsheet. This will show the last month income and expenses, and 2 previous months of data for comparison. There will be a tabs across the bottom on the spreadsheet to show the history of each monthly report. We can also look to those tabs for the notes at the bottom of the report with the detail on how money was spent. In the future the Board members will receive the report in Excel format and have access to all the tabs. Anne-Marie is going to inquire about combining the Gift, Respite, and Medical Assistance funds into a single fund.
- There was a **driver's meeting** in September and the team discussed the requirements for on-boarding a new driver. There will be a posting for a new driver in the next couple of weeks. We reviewed a new **transportation report** Andrew put together to give the Board an overview of rides each month, and vehicle maintenance. One addition the Board would like on the report is number of unfulfilled ride requests with a reason as to why the ride could not be provided. The Board thanked Andrew for his work on providing the new report.
- Joyce, Helen, and Meredith interviewed two people interested in the **open board seat**. Both candidates had compelling things to offer the board and the decision was difficult. The COA board has recommended to the Select Board that Carol Maloof join the board. Carol has experience in Social Security, Medicare, and Medicaid, and is a resident of the Regency at Glen Ellen. The Glen is a large senior community, and we are excited to have representation from that neighborhood on the Board.
- Anne-Marie has identified a strong candidate for the **Senior Services/Outreach Coordinator** position and is hoping to wrap up an offer in the next week.
- The Mass Council on Aging has some **grant opportunities** Anne-Marie is going to pursue. Areas of focus are Modernization (tables and chairs, automatic bathroom door openers, and security mechanisms), and a survey conducted by the UMass Gerontology department to identify areas of need and opportunities for improvement within the town to service Seniors.
- We discussed making **name tags** for Board Members to wear when they are in the Center. This will identify board members to visitors to the Center and perhaps initiate conversations and feedback.
- We think there is an opportunity to make the **Memory Café** program better known to people who attend the Center. Perhaps host a meeting at the Center or invite those that run the program to do an overview at the Center. We think getting more information out about the program will be helpful. This program offers things beyond memory loss issues and that is not well understood.
- The new **Tribute Garden sign** was installed and looks great. Thank you to Jim McKay in the DPW for making that happen, and also to Bill Brown for his efforts in the creation of the garden.

- We are looking to the Spring to include some **day trips** into the programming. These trips need some lead-time to run.
- The HESSCO Meals on Wheels coordinator (Kathy O'Neil) is retiring in the next month. HESSCO will work to hire a replacement.

Next Meeting – November 9, 9:00 AM.