

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
Veteran's Memorial Building, Rm 19
900 Main Street, Millis, MA 02054
MEETING NOTES FROM December 10, 2020 – ZOOM Meeting

CALL TO ORDER: Bert called meeting to order at 9:02

The following persons were present:, COA Director Patty Kayo, Secretary Helen Daly, Becky Poynot, Chris McCaffrey, Elizabeth Derwin, Lizette Walter, Bert Lannon

Secretary's Report

Motion to accept with the following changes –Fully develop Cassidy Farm drawing from ABACUS

Staffing plan – what is the minimum to support a new center?

Face to face meetings with small groups

All approved changes

Treasurer's Report

- Will be using Revolving account going into next month

HESSCO Report

- Hessco Representative candidate is still not feeling well has not responded . HESSCO has questioned Patty as to when we hope to have a new representative

Outreach Report:

- Becky has delivered gifts made by the Friends in Deed group to the residents of the Senior Housing
- Candace asked if there is anything more that can be done to help those seniors
- In December we will take over all leftover baked goods and leave in the community room for residents to help themselves
- On 12/22 Becky, Patty and Linda will bring posters and cookies (the maintenance man will distribute) for the 74 residents
- Becky reached out TO Meghan Quilop regarding the Chorale's January Concert – she will advertise it on Facebook
- On 12/15 Becky will offer a Virtual Scavenger Hunt (so far 3 people have signed up)
- She will try computer interaction on a monthly basis
- Bert offered to lead a Yahtzee game on Zoom if needed
- Becky is working on a Pen Pal Program with the Rec Dept – people can sign up to be a pen pal, Patty and Becky will deliver the letters – no addresses will be shared

Director's Report:

- 2022 Tax Work Off Program – no report as yet – this will not begin until Town Hall has opened
- Town Hall and COA are now working 5 days per week – Voted to revert back to COA Board meetings on Fridays – next meeting January 8, 2022 – all approved

Chairmen's Report

- Will be covered in New Business

Old Business

- Permanent Building Committee meeting with ABACUS Friday 12/11 at 11AM. Bert is not available to attend, Chris will cover for him – is this an open meeting? Can other members of the COA board attend? Patty will check and advise. Elizabeth and Helen said they could make it if so.
- Has PBC accepted our choice of Cassidy Farm? Patty has sent an e-mail to Diane outlining last meeting's notes – she has not had a reply as yet. She will see if an agenda is posted and send the group an e-mail,
- Noted that PBC, COA and ABACUS need to be on the same page – questions as to why no response has been made to Patty's e-mail?
- Helen noted that this is going to be a very difficult path for the Board members – noted other Sr. Centers that had worked up to 10 years to get their final approval.

New Business

- FY21 budget was reinstated December 1, 2020 to allow Friday operations. Directors hours were reinstated from 32hrs to 35.5hrs. The remaining \$3,654.66 will be moved to the municipal portion of dispatch wages from the States Formula grant.
- A Department Assistant 17.5 position will be requested for FY22
- In the future Patty sees the need for a Full Time Program Director – she has made up a graph showing staffing needed when the new center is opened.

Meeting adjourned at 9:55 AM

**Next COA Board Meeting: FRIDAY JANUARY 8, 2020
9:00 AM– via ZOOM until further notice**