

COA Board Meeting Minutes  
July 27, 2023  
9:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown.

### Vice-Chair's Report

- **Meredith St. Sauveur** announced she was willing to step into the role of **Board Chair** and was enthusiastically elected by the other board members. We are grateful for Meredith taking on this role.
- The **new Senior Center Director** is **Anne-Marie Gagnon** and she will begin the job on August 1<sup>st</sup>. She will be stopping by the center on July 27<sup>th</sup> from 9 – 11 to meet people. It's an informal Meet & Greet. Joyce is going to explore recording the event.
- On **Friday July 21<sup>st</sup>** there is no staff working at the center. People will be able to pick up bread, and the Yoga class will be held, but there will be **no other services provided**.
- We want to define the role of each board member.
- We have one **opening on the board**. We are going to think about what skills and experience we are looking for in a new board member, and also ask Anne-Marie her opinion on what we should look for in a new board member.

### Clerk's Report

- **June meeting minutes** were accepted.
- We finalized the **Mission Statement for the Center**. It is included at the bottom of the minutes.
- We reviewed the **Treasurer's Report** for June (the year ending month) in the new format.

### Transportation Subteam

- In **June**, 48 rides were requested, and 3 were not able to be fulfilled. 60.25 hours of driver's time was used, traveling 428 hours.
- It was discussed that we have sufficient funds in the budget to **offer more rides**. We believe that will require more drivers. The transportation sub-team will hold a meeting with Anne-Marie to discuss how best to utilize the drivers we have, discuss the best practices around the procedures of offering rides, and explore getting more drivers.
- We would like to start a **weekly pick-up and drop-off at Kennedy Terrace** to bring people to the Center. We thought bringing people to the Center mid-morning on Thursday to coincide with Bingo might be a good choice. We will work with Anne-Marie and the director of Senior Housing to explore this idea.
- Elizabeth went to the Medway Senior Center to better understand their **GATRA service**. They offer two programs: a daily route to the Norfolk commuter rail station from two town locations (Post Office and Middle School), and dial-a-ride. Dial-A-Ride is much like

our transportation service where residents call for a direct ride to a specific place. The GATRA drivers are Medway town employees but paid for by GATRA.

#### **Programs and Partnerships Subteam**

- Trip idea to Castle Island is being discussed. We think we will need more than the van which holds 8 passengers.
- Other ideas include Senior Yard Sale, and Junk Removal. These ideas will be developed in the Fall.

#### **Marketing and Community Outreach Subteam**

- The **new banner** is hanging outside the Senior Center. The “Experience Matters” tag line is used to communicate that Seniors are an important part of the town and have a much to offer.
- We are going to produce a **video interview with Anne-Marie** to be shared on our website plus all of the Millis Community Media social networking sites. Meredith will ask some short questions and give Anne-Marie the chance to answer and let the town get to know her.

#### **Senior Center Ops Subteam**

- We discussed **how better to use the space in the Center**. The Dining Space and the area used for Candy’s Corner seem the best for a re-organization and new vision. We discussed making this more of a program space perhaps with a computer station and better tables and chairs for crafts and games. We can also use the space for better storage with the right cabinets.
- There is a possibility for some **storage** by the elevators.

#### **Finance Subteam**

- Meredith and Elizabeth met with Mike Guzinski, Karen DeMazio, and Ellen Rosenfeld on some outstanding questions.
  - There is a town-wide credit card available in the Treasurer’s office that can be used for one-off purchases with the Treasurer’s approval.
  - There is an Amazon account under the Town Administrator’s authority that can be used for Amazon purchases.
  - We can set up a system for small cash payments in the center and will pursue that with Anne-Marie
  - We need to do a better job of budgeting for vehicle repairs and will work on that with Anne-Marie

#### **HESSCO Update**

- HESSCO is beginning a **Community Transition Liaison Program** to help residents move from nursing homes back to their communities. There are 12 nursing homes in the HESSCO area. HESSCO has a dedicated staff member to help with these transitions. It was acknowledged there are significant challenges with some of these transitions:

available housing, furnishings, personal care staff. If a Millis resident is in a nursing facility outside of the HESSCO area, the Aging Services Access Point for that town will help with the transition to Millis and notify HESSCO.

**Action Items**

All – bring ideas on the role of the Vice Chair to the next meeting

All – make sure to set-up an introduction with Anne-Marie

Joyce – explore recording Anne-Marie Gagnon meet and greet

Elizabeth – develop format for recorded interview with Anne-Marie Gagnon

Next Meeting – September 14, 9:00 AM.

**Mission Statement:**

The Millis Council on Aging seeks to enhance and enrich the quality of life for our residents aged 60 and older, by providing programs and services that promote independence, healthy living, and social engagement. In Millis, seniors should be a valued and respected part of the community; lead active and independent lives; and live safely in their homes for as long as they choose. The town's outreach staff is housed within the Senior Center coordinating social services to all residents, regardless of age.