

Lunenburg Council on Aging Minutes *Minutes approved at 6/11/13 COA meeting*
May 14, 2013

Present: Mary Lynn Conrad, (Chairperson), Pete Lincoln (Vice-Chairperson), Doreen Noble (Director), Barbara Brown, Fred Crellin, Jane Doyle, Jim Hays, Sis Montuori, Whitney Lacka, Connie Odea, Deb Seeley, Joyce Wass, & Sue Doherty (Admin. Asst.)

Guest: Stephen Raboin (Lunenburg Finance Committee)

Welcome: Ms. Conrad (Chairperson) opened the meeting at 9:30AM and welcomed all in attendance.

Minutes: Ms. Montouri moved to approve the April 9, 2013 COA minutes. Mr. Lincoln seconded. On vote, motion carried, 11 in favor, 0 opposed.

Director's Report

1.Finance/Informational Report : Ms. Noble reported that due to it being the end of the Fiscal Year and funds are being constantly shifted from one line to another, there would not be a Finance report. Currently she is in the process of consolidating end of year bills with the Town Accountant and a final FY13 finance report should be available at the first Council on Aging meeting in August for members to review.

Beginning in FY14, all Senior Center utilities will be paid through a general fund at the DPW, which will eliminate the need for future COA 541 account reports at the COA meetings.

Ms. Noble is currently working on FY14 vouchers/purchase orders which need to be submitted by Wednesday.

Ms. Noble reported that she is part of a Memorial Day Committee which was formed last year by Ernie Sund. This committee is in charge of the Memorial Day Ceremony which will be held on May 26th at 11:45AM at Veterans Memorial Park. Other members are Police Chief Marino, School Superintendent Loxi Calmes, and PACC representative Jo McLaughlin.

The COA budget passed at the May Town Meeting with no opposition.

Ms. Noble stated that at last month's COA meeting the minutes reflected that beginning on July 1, 2013, the Meal Site Manager's job description will carry the requirement of obtaining a Serve Safe Certification Certificate as part of the terms of employment. When the current Meal Site Manager, Chris McCarthy was informed of this last month, her response was to resign.

Former Meal Site Manager, Ruth Swiecicki along with the Monday Meal Site Manager, Joanne Brazell, have agreed to share the duties until October 2013. Ms. Brazell will be taking her Serve Safe Certification class this week and Ms. Swiecicki will renew hers at a later date in FY14.

Outreach Coordinator, Faith Anderson, should be returning to work on June 4th.

Ms. Noble informed the board that she will be taking vacation time from June 17th through the 27th.

The SHINE (Serving Health Insurance Needs of Elders) Memorandum of Understanding was received and signed by the Director. This program is run through the Massachusetts Executive Office of Elder Affairs and basically states that the COA will provide a private space with telephone for their volunteer counselors to assist Lunenburg residents with their health insurance questions.

The COA Board Training session which was supposed to be held at the Eagle House Senior Center on 4/30/13 had been cancelled due to lack of participants. Emmett Schmarsow from Executive Office of Elder Affairs, facilitates these trainings and has not rescheduled a new day as of yet.

The Eagle House Meal Site Salad Bar, which is held on Thursdays, has been a great success although Ms. Noble found it difficult to shop for and prep the food for this meal program. She will be looking for volunteers to help with this program.

The Eagle House Senior Center will be hosting a "Home Care Fair" on June 26th from 9-11AM. Multiple Home Care Agencies from surrounding areas will be in attendance to distribute information and "give aways" from the agencies.

Ms. Noble reported that the Senior Center has been working with numerous agencies such as assisted living facilities, banks, and the Lunenburg Fire Department to come to the center to present free educational programs for the elders. All programs are advertised in the COA newsletter, Lunenburg Cable Scroll, and Lunenburg Ledger. Ms. Noble monitors the agency programs to ensure that they do not try and make a "hard sell" about their agencies to the elders.

Mr. Lincoln questioned if the Eagle House still has the Special Needs Students from the High School here to help out at the meal Site.

Ms. Noble responded, not at this time because there had been several incidences with some of the students and she felt that the staff per student ratio was not sufficient and until that can be rectified the program will be put on hold.

Old Business

1. MCOA Board Training: Discussed under Director's Report

2. COA BBQ/Volunteer Recognition Ceremony: The date for the COA BBQ/Volunteer Recognition Ceremony will be held on the first Monday in August which will be 8/5/13.

New Business

1. Annual Meeting Reminder June 11, 2013: Board members were reminded that all end of year sub-committee reports are due at the June meeting.

Mr. Crellin stated that he would not be able to attend this meeting.

Mr. Lincoln presented the board with the FY13 Board Development Committee end of year report early.

2. Discussion Slate of New Officers for FY14: Mr. Lincoln presented the board with the slate of new COA Officers which will be voted on at the June meeting as follows:

Chairperson – Mary Lynn Conrad – 1 year

Vice Chair – Barbara Brown – 1 year

Sub-Committee Report

Ms. Brown presented the revised COA Bylaws for board members to sign.

Correspondence

Ms. Montuori stated that she had received a note from former COA board member Gloria O'Brien saying that she is doing well.

Ms. Noble stated that there will be a new law coming into effect which will enable people to change their "Life" insurance over to "Long Term Care" insurance.

General Discussion

Mr. Hays commented that the new bench and trees on the grassy area of the drive way looked nice but suggested that the swing on the porch be moved. He thought that Pearl Brook Housing might be able to utilize it.

Ms. Doherty replied that the swing was a gift to the Senior Center from the Letarte family in memory of their parents and that it would not be appropriate to do so. The swing stays on the porch for protection from the elements and vandals.

Ms. Seeley asked if an ad could be placed in the COA newsletter asking for new board members.

Ms. Doherty stated that the Town Manager mentioned to her that there were 2 talent bank forms submitted to Town Hall specifically stating their interest in the COA board and that they should be looked at also.

Members also discussed the fact that the early 9:30AM meeting time discourages some people from joining the COA board due to the fact that they are still working.

Ms. Noble mentioned that the Town of Clinton has a "Youth COA" group which is part of their High School curriculum. She said that she could arrange for them to come to a Lunenburg COA meeting to talk to members about this program.

Adjournment

Mr. Lincoln moved to adjourn the COA meeting. Ms. Wass seconded. On vote motion carried, 11 in favor 0 opposed.

Meeting adjourned at 10:26AM

Respectfully Submitted,

Susan Doherty, Administrative Assistant

Lunenburg Council on Aging