

## **Minutes of the Council on Aging Meeting 8/21/14 at the Senior Center**

**Present:** COA: Kathy Staropoli, Dick Magenis, David Steindler., Michelle Harwood, Dorris Van Deusen, Patricia Hardisty, Janet Stanton, Carol Sica, John-Arthur Miller, Helen Johnston, Annie Ryder, & David Smith

**Public:** Bob Van Deusen, Dennis Staropoli, Frank Clarke, Renee Wood, Claudia Martin, Teresa Bellizzi & Kathy Nourse.

### **Review of 7/21/14 minutes:**

Nadine is on vacation and has the minutes. They will be reviewed at our next meeting.

### **Expense Report:**

- John-Arthur indicated that the report was straightforward. The printing cost for August covered our newsletter. We've gone to Kwik Print, who does printing, folding & mailing for some added cost, but saves us the cost for a bulk mailing permit. David Steindler asked about the \$600 for postage. Much of it is used to send Birthday cards .The report was approved unanimously.

### **Director's Report:**

- There were some 40 people at our potluck today.
- Tomorrow is our trip to the Berkshire Museum with parents & kids.
- The Senior Center will be closed Monday, Sept. 1 (Labor Day) and Tuesday, Sept. 9, for State Primary elections.

### **Chairman Items:**

- John-Arthur has been elected to the Berkshire Community Action Council Board and is 1 of 3 Berkshire representatives to the MCOA Advisory Council. John-Arthur says that BCAC and the MCOA seeks a greater presence in South County to more effectively provide fuel aid & to better respond to our seniors' needs.
- John-Arthur presented the State Formula Grant Application, based on \$8 per senior in Sheffield, which gives us \$7, 264 for FY 2015. Dorris moved to accept with Janet's second and it was accepted unanimously. John-Arthur will present it to Rhonda for signature & selectmen approval.
- There will be COA board training on 22 Sept at Claire Teague (9-11:30); plan to arrive early. Kathy passed out copies of previous training & the COA board matrix of responsibilities. She urged that we all attend.
- The selectmen sent a letter to SBETC, indicating that they were examining the best options for our seniors. Annie noted that our last newsletter had a grid of all transport options & John-Arthur said that we'll do that periodically re resources to help our seniors.
- Bingo callers are needed for Mondays at noon and Thursdays at 6 pm. 12-15 folks participate on average; we will post a calendar for sign-ups.
- Sheffield in Celebration occurs on Sept. 6 from noon-5. We will have 2 tables in the NE corner with information, the popular photo display, and all are asked to bring food – sweets, dog treats, etc. Bring in baked goods on Friday.
- On Sept 19 we will host a murder mystery at 7 pm, with refreshments. \$8 admission.
- The Friends will host monthly events as follows:
  - October – Jeanie Romeo (\$12)
  - November – Thanksgiving Day luncheon
  - December – Christmas Musicale
  - January – Soup & salad lunch
  - February – Valentine or Mardi Gras

March - Trivia Night

April – Antique Road Show

May – Talent Show

- Lower Level up-date: David Smith has no information as yet, but will tie in with the town re our next step. Is an architect needed? Kathy has the old file to work from & John-Arthur will help. David sees the first step is finishing the basement as one large room, so that we could start using it. Claudia Martin & Fred Harwood are also on the committee.
- Director of the Senior Center position up-date: Kathy felt that a full-time person is needed to grow the center. The COA is pleased to hear that the Board of Selectmen is considering a full-time person. She asked David Smith why the Board said in its last meeting that, in order to vote on a full-time position, it was necessary to abolish the present, part-time position and, with in-put from the COA, to revise the job description and title of Director of the Senior Center. Dick asked David if he had any specific concerns re the present job description or its title.
- David Smith replied that, while he had no specific concerns, the present position of Senior Center Director has become more comprehensive than the present job description and should be up-dated. Annie asked if there were any specific new things that the revised job description would include. David answered: No.
- Kathy questioned the need to change the title, as only 2 options are presently in use throughout Massachusetts - Senior Center Director or Director of the Council On Aging. Dorris asked if David had a new title in mind. David replied: No.
- Kathy said that she understands the need to ensure that the job description covers what services are being provided, and this is fine, so long as the new description does not involve a change in qualifications. However, changing the title seems unclear to her and is a concern lest we confuse our seniors.
- Carol asked if it is proper to be a selectmen & a member of the COA. David Smith said yes, if there is no compensation. David Steindler said that the title should reflect the job and that Senior Center Director is not as accurate as Director of Sheffield Senior Services. Kathy noted that other agencies are also involved in provided senior services in Sheffield and if all other MA agencies have a Director of the Senior Center, why reinvent the wheel?
- Annie asked if there is something not being done at present or an aspect of the job for which John-Arthur isn't qualified? David Smith did not reply.
- Kathy noted that, at the bottom of page 1, of the Executive Summary on COA Boards under Responsibilities – Agency Mission, it states under Self-governance: “Recommend director for hire. Approve (by vote) his/her description.” An up-dated copy of this will be provided at the training session on Sept. 22.

### **Public Comment:**

- Claudia praised the warm relationship of the COA and the Friends of the COA! And vice versa!!
- Janet Stanton called other centers & their use of a van was interesting. In some towns van drivers receive a real estate tax credit for their service. Meals bring people out. Can we have a bake sale for fundraising in the Center when people come to vote?

**Next meeting time:** 6:30 pm on 18 September here.

**Adjourned at 7:05 pm.**

**Respectfully submitted by Dick Magenis, Secretary**