

**GROVELAND COUNCIL ON AGING
BOARD OF DIRECTORS
MEETING MINUTES December 15, 2021**

TOWN OF GROVELAND
2022 MAR -7 PM 3:41
TOWN CLERK
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ATTENDING: Kathryn Alesse, Dot DiChiara, Irene Thomas, Marie Waller, Anita Wright.

CALL TO ORDER: Motion made by D. DiChiara, seconded by M. Waller at 9:36 a.m.

MINUTES:

- Motion made by A. Wright, seconded by D. DiChiara to approve Minutes of November 17, 2021 meeting. Unanimously voted.

TREASURER'S REPORT:

- Dot DiChiara reported the most up-to-date account amounts.
- Motion to accept report made by I. Thomas, seconded by M. Waller. Unanimously accepted.

DIRECTOR'S REPORT:

- Interim COA Director Nisha Burke reported that of the four applicants for the Director's position, Nisha and Rebecca Oldham have interviewed one and will interview a second on Dec. 15. COA Personnel Board and any additional available COA Board members will interview the two candidates to make recommendations to Rebecca Oldham.
- Maria Yagual is back on Wednesdays and Thursdays from 8:00 to 4:00, generally, with a flexible schedule. Nisha is on vacation during the last two weeks of December. A substitute van driver is still needed, and the job is posted on the town website.
- NEET program (Transportation) has a new Director and new Assisted Ride Software on which Nisha is trained and Maria will be trained.
- Nisha reported that staff is available to help seniors book Covid 19 boosters. West Newbury and the Haverhill Citizens Center are offering some booster clinics.
- Food services are continuing and some are expanding. Our Neighbor's Table continues to supply a large pantry order and has offered to expand to have fresh food items available. COA has added Wednesday grocery deliveries for homebound seniors. When office spaces shift in the Town Hall, COA is hoping to have space for a refrigerator and more food, especially fresh food.
- Five boxes of food from UTEC are delivered to clients weekly. Traveling Chef lunches are still free, have increased to 30 meals per month, and will continue into Feb. 2022.
- Yoga and 3B Fitness classes are held indoors with masks required. The tent will be put up in the spring.
- Activities update: Van trips and food deliveries will continue, but additional programming is on hold until a new Director is hired. Holiday Luncheon will be held for a limit of 20 people, with COA Friends giving assistance.
- The January/February Newsletter is on hold, however a calendar for January/February is being prepared and distributed to available email addresses, on the town website, and at public places and businesses in print form.
- Office of Elder Affairs has extended the report deadline to Jan. 30 and preparation of it may be contracted to retired director Lynne Stanton. The 2022 budget skeleton will give a baseline to prepare the 2023 budget in the format from Rebecca. Nisha and Maria continue to record COA work activities on My Senior Database.

JANUARY BUSINESS:

- D. DiChiara made a motion and K. Alesse seconded that all COA Board members will read the two documents provided by Anita (A Guide for Board Members produced by the MA Executive Office of Elder Affairs, Council on Aging Policies and Procedures) and the Groveland Policies for Board Members for discussion and clarification.
- Work to develop an Assistant COA Director job description.
- Work to plan for anything needed for the Town Meeting Warrant.

NEXT MEETING: January 19, 2022 at 9:30 in the Town Hall Meeting Room.

ADJOURNED: Motion made by M. Waller and seconded by D. DiChiara to adjourn at 11:15 a.m.

RESPECTFULLY SUBMITTED BY: Irene Thomas