

**GROVELAND COUNCIL ON AGING
BOARD OF DIRECTORS
MEETING MINUTES November 17, 2021**

ATTENDING: Kathryn Alesse, Dot DiChiara, Irene Thomas, Anita Wright. **Absent:** Marie Waller
Members of Public: Judy Kroner, Laurel Puchalski

CALL TO ORDER: Motion made by Dot DiChiara, seconded by Anita Wright at 9:45 a.m.

MINUTES:

- Motion made by D. DiChiara, seconded by K. Alesse to approve Minutes of October 20, 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 K. Alesse. Unanimously accepted.

NEW BUSINESS:

- Director Denise Gilman resigned as of 11/18/2021, so there was no Director's Report.
- The Board discussed working with Rebecca Oldham to repost the position with the current job description and to learn the procedure to follow to secure a new COA Director.
- K. Alesse Motion: The Personnel Committee (A. Wright and I. Thomas) will meet with Rebecca to take action to fill the position of COA Director. Seconded by D. DiChiara. Unanimously accepted.
- K. Alesse made a related motion: The Personnel Committee will present to Rebecca Oldham the request for Nisha Burke to receive additional hourly compensation (already in the budget) for additional responsibilities and duties as interim COA Director. Seconded by D. DiChiara. Unanimously accepted.
- A. Wright made a related motion: The Personnel Committee will meet with Rebecca Oldham to contact former COA Director Lynne Stanton by letter asking her to consider working as a consultant on a paid hourly basis to specifically focus on what may need to be done to meet deadlines: the annual report to the Executive Office of Elder Affairs due at the end of December, preparing a skeleton 2023 budget, to resolve outstanding postage and mailing issues, to complete required data entry. Seconded by I. Thomas. Unanimously accepted.
- Board discussed the necessity and importance of recognizing and practicing confidentiality of personnel issues before information is made public.

OTHER

- Judy Kroner and Laurel Puchalski reported that participants of the 3B exercise class are looking for a winter/bad weather indoor location now that the Tuesday morning class cannot be outdoors. Meeting in the public safety room requires moving tables and chairs and does not permit required 6 feet of spacing when more than 10-12 people attend. Veasey Park has the availability to host the class in a large enough space, but accessibility and liability are now questions.
- Irene will follow up with Rebecca Oldham and Vanessa (at Veasey) to learn about liability, and accessibility (handicapped access, winter maintenance of parking area and road).

DECEMBER BUSINESS:

- Review 3B class.
- Work to develop an Assistant COA Director job description.
- Bring holiday cookies to share.

NEXT MEETING: December 15, 2021 at 9:30 in the Town Hall Meeting Room.

ADJOURNED: Unanimous agreement to adjourn at 11:15 a.m.

RESPECTFULLY SUBMITTED BY: Irene Thomas