

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS
MEETING MINUTES April 19, 2023**

ATTENDING: Linda Brown, Larry MacElhiney, Laurel Puchalski, Barbara Sanborn, Deb Stephenson, Irene Thomas, Marie Waller.

PUBLIC: Jan Dempsey, Sue Hancox, Jim Scanlon

TOWN OF GROVELAND
2023 MAY 30 AM 10:02
TOWN CLERK
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CALL TO ORDER: Motion made by L. MacElhiney, seconded by D. Stephenson at 9:31 a.m.
COA Mission Statement read by Chair Puchalski.

MINUTES: Motion made by L. MacElhiney and seconded by B. Sanborn to approve minutes of March 15, 2023. Motion made by L. MacElhiney and seconded by L. Brown to approve minutes of March 28, 2023. Both accepted unanimously.

TREASURER'S REPORT: M. Waller shared the Ledger History printed out by the Town Accountant, including both the Expenditure Ledger and the Detailed Ledger. The Board needs to question how to submit the required documents for the DOT (Code 27765 COA Operating Assistance) Grant or the money agreed upon to supplement the Assistant Director's salary. Assistant Director asks that a Board Member take the lead for the DOT Grant.

ASSISTANT DIRECTOR'S SUBMITTED REPORT:

- Suggests that open positions be posted on the MCOA (MA Councils on Aging) website. Motion made by L. Puchalski, amended by L. MacElhiney, seconded by M. Waller: All open COA positions with ranges of salary will be posted on the MMA, MCOA, and Groveland Town websites. Unanimously accepted. Chair Puchalski will ask TA, Town Administrator, how MMA is compensated for postings.
- April 7 was the last day of the AARP Tax Program which received positive feedback, and some participants made donations in gratitude to the COA for this service.
- The Tent will be up until early Nov. and adding sides is being researched and planned. Thanks goes to L. MacElhiney who organized and the workers who contributed their time and talent.
- The COA will celebrate Older Americans' Day on May 23 with a lunch and entertainment of Music from *The Sound of Music* partly funded by the Mass Cultural Council.
- May/June Newsletter will be available in several locations in town (and possibly the churches) and will only be mailed to those who have paid and requested a mailed edition.
- Traveling Chef (40 meals once a month) will continue through September.
- Van drivers report that another heating/cooling issue has become evident, and L. MacElhiney will follow up with appointments, repairs, and warranty issues, as needed.
- Key cards, known as "My Senior Center Memberships" are available in the COA Office and anyone who attends COA events should get one.
- The refrigerator in the Food Pantry will not be replaced because the Board of Health and Our Neighbor's Table approved the temperature readings. Pantry orders are placed with Outreach Worker, Maureen, on Mon. & Tues. 8:00 am-4:30 pm.
- **OUTREACH REPORT OF POUNDS OF FOOD DISTRIBUTED FROM PANTRY:**
DEC. 125 lb. JAN. 287 lb. FEB. 664 lb. MARCH 1,575 lb.

OLD BUSINESS:

- After discussion and based on use, there will be revised Food Pantry hours for walk-ins in May and June. Food Pantry hours for Wed. are 1:30-3:30 for walk-ins (with volunteer shifts from 12-2:30 and 12:30-3:30) and Thu. from 9:30-2:30 (with volunteer shifts from 9:30-12 and 12-2:30).
- Given the COA limited staff, questions asked include: Can the phone system be altered so people can call one number and then choose the COA Main Office or Outreach?
L. MacElhiney will communicate with Nisha to learn how the NEET process works and what process riders should follow if our COA staff is unavailable?
- COA can renew the contract for the textile bin with EcoSmith, and Chair Puchalski will follow up.
- Chair Puchalski will check on the meetings of Groveland Municipal Stakeholder Committee.
- Ethics and Confidentiality Agreements need to be completed and signed by all Board Members.
- Finance Subcommittee (B. Sanborn, D. Stephenson, L. Puchalski) met with the Town Administrator and the Accountant and learned some line item transfers could be made, but this was only a verbal agreement and B. Sanborn does not see evidence of these transfers in the Ledger History, so B. Sanborn will follow up to clarify and confirm this.

NEW BUSINESS:

- L. MacElhiney made the motion, seconded by L. Puchalski to accept, with regret, the resignation of COA Director Shawn Cass. 6 accepted with regret, 1 opposed
Discussion included several concerns: that a new director not be put in the same environment that caused the current unresolved situation, that perception in town is that the COA, COA Board, and town seems incapable of keeping a COA Director in place, that the Personnel Committee consider steps to move forward, that new postings need to include the most updated position description and consider the Collins Center responsibilities, that we keep our mission in mind.
Personnel Committee will try to meet with the Town Administrator as a first step.
Interview Committee members have been informed of their appointment.
- Chair Puchalski reports that the Town Administrator is developing a generic Performance Evaluation for Directors based on the Collins Center Study. The Board may need to develop one that is more precisely aligned with COA Staff responsibilities. The first evaluation will be done at the six month probationary point and then there will be annual evaluations by December. The Personnel Subcommittee will pursue this task.
- The Friends of the Groveland COA support will be even more critical especially if the budget override does not pass. Perhaps we need to meet before May 17 to deal with the election results.
- Chair Puchalski emphasizes that we need active members in the Friends of the COA. Board also emphasized the importance of attending the Town Meeting and Town Elections.
- L. Puchalski encourages the Board and seniors to let their representative know their support for the COA Budget line items supporting the Formula Grant (increasing by \$14/senior for next fiscal year) and Service Incentive Grants that promote COA and support COA Staff.
- Chair Puchalski will check the records to know COA Board members terms for the May meeting.

ADJOURNED: Motion made by I. Thomas and seconded by D. Stephenson to adjourn at 11:40 a.m. Unanimous.

NEXT SCHEDULED MEETING: May 17, 2023 at 9:30 a.m. in the Town Hall Main Meeting Room.

RESPECTFULLY SUBMITTED BY: Irene Thomas, Secretary