

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS  
MEETING MINUTES September 18, 2023**

**ATTENDING:** Linda Brown, Larry MacElhiney, Laurel Puchalski, Barbara Sanborn, Irene Thomas, Marie Waller, COA Director Alyssa Lee

**ABSENT:** Deb Stephenson

**CALL TO ORDER:** Motion made by L. Puchalski, seconded by M. Waller at 10:00 a.m.  
COA Mission Statement read by L MacElhiney.

**DISCUSSION:**

L. MacElhiney explained that in the absence of a COA Director, the COA Personnel Subcommittee assumed the responsibility for hiring. Now that Director Lee is in her position as supervisor of COA Staff, it is appropriate for her to have the authority to screen, interview, and hire.

I. Thomas reported that the process for hiring a Monday/Tuesday Van Driver is working well as Director Lee communicated and received approval from the Personnel Subcommittee about a qualified candidate, is now communicating to the COA Board about the candidate, and the Board is able to give approval. The Board is also able to vote to give Director Lee the authority to interview and hire COA Staff.

**MOTION:** (Made by I. Thomas, seconded by L. Puchalski)

The COA Director has the authority to screen and interview applicants for any COA Staff positions that the Director supervises (including Assistant Director, Outreach Workers, Van Drivers, Substitute Van Drivers), communicate appropriate information about the candidate(s) to the COA Personnel Subcommittee and COA Board of Directors. Also, the COA Director has the authority to hire COA Staff.

Approved by unanimous vote.

**MOTION:** (Made by L. Puchalski, seconded by L. Brown)

The COA Board makes the motion to approve hiring Joe Walsh as the Monday/Tuesday COA Van Driver, and Al Boucher as the Substitute COA Van Driver on the recommendations of Director Lee and the COA Personnel Subcommittee.

Approved by unanimous vote.

**ADJOURNED:** Motion made by L. MacElhiney and seconded by M. Waller to adjourn at 10:29 a.m. Unanimous.

**NEXT SCHEDULED MEETING:** September 27, 2023 at 9:30 a.m. in the Town Hall Main Meeting Room.

**RESPECTFULLY SUBMITTED BY:** Irene Thomas, Secretary