

# COA BOARD MEETING MINUTES

October 28, 2021 @ 2:00 P.M.

In Person Meeting @ Greenfield Senior Center

**COA Members present:** Chair, Marsha Stone, Peg Saulnier, Pat Jordan Mary Williford, Linda Smith, Karen McCormack, Adele Coccoran Stevens, Marsha Staples-Love and Margo Peck

**Excused Absence:** Janice Colbert

**Staff present:** Hope Macary, Kathy Dunn & Mary Ann Socquet

**LifePath Representative:** Michele DeLisio

**GUESTS/PUBLIC:** None

Chair, Marsha Stone called the meeting to order at 2:00 p.m.

## **Correspondence:**

- Peg Saulnier read a note received from John & Suzanne Davis of McCarthy Funeral Home with a check in the amount of \$50 to put toward out Thanksgiving Festivities.
- Peg Saulnier read a Thank You note rec'd from Law Offices of Brian J. Tessier thanking the Senior Center for use of our space for a client.

**Secretary:** The minutes of the July 22, 2021 board meeting were distributed to board members via email by MaryAnn Socquet. Minutes were accepted.

**Treasurer:** Pat Jordon reported the cash is in balance. NOTE: The 10/28/2021 Agenda that was distributed to board members and posted was in error and does not affect the outcome of the meeting.

**Executive Committee Report:** Chair, Marsha Stone gave a brief highlight of the 10/21/2021 executive meeting.

- Food Service Coordinator, Bill Hume is settling in nicely. He has passed his Serve Safe.
- Will start inside dining in November.
- Fitness classes are great and almost back to pre-covid attendance.
- Working on the 2023 Budget.

## **Staff Report:**

**Director: Hope Macary**

- We have returned to pre-pandemic attendance with inside dining coming in November. We are ahead of most other COA's.
- Thank you to Kathy Dunn for finding and coordinating the Walk Mass program.

- Food Service Coordinator, Bill Hume is doing a great job in the kitchen and also and also has maintenance skills. We encourage Board Members to attend the lunches.
- A new ice machine has been purchased for just under \$300. This will save many trips to Foster's Market.
- Plastic tumblers have also been purchased and can be cleaned in the dishwasher.
- Covid Booster shots are available and COA will help members sign up. Flu shots can be given at the same time.
- Senior Tax Work Off is finished the end of November.
- Weather delays will be posted if possible (depends on outage) and will be on the radio.
- Participants are about the same if not more in our programs.

**Activities Director: Kathy Dunn**

- Greenfield COA took send place in the Walk Mass and received a check for \$500 for future programs. Three of our members received gift cards, Linda Giard, Sandra Hunsinger and Margo Peck. Great job
- Shine Program with June Wilcox holding in person appointments.
- Ask The Lawyer is filling up.
- New game added – Rummy Cube has started due to popular demand and is on Tuesday afternoons.
- Our Community Partnerships are going strong.
- Kathy has attended several virtual conference classes; Cyber Security, CPR, Nutrition, Fitness, etc. The conference is held out of state, and it was nice to be able to attend so many classes.

**LifePath:** None

**Miscellaneous:** None

**Old Business:**

- **Expiring Terms:** All terms expire the last day of December. If your term in expiring and you wish to renew, please contact the Mayor via email and tell her what your intentions are. You can also contact her assistant, Caitlin von Schmidt

**New Business:**

- **Staffing Comparisons.** Janice Colbert, Peg Saulnier and Margo Peck presented staff comparisons with similar sized COA's in our area. It was very clear that a Social Service Coordinator is needed and we are almost the only COA without one. This position would help with outreach, fuel assistance, tax work off, snap and benefit counseling. The other person would be a night program person but would not benefit the COA. We will need to decide on staffing needs so Hope can include it in the 2023 budget which needs to be done by December 2021 for a new position.

Discussion took place and it was well noted that coming off pandemic, mental health, depression, etc. that a social service coordinator is need. A vote will be taken at our November 2021 meeting. We cut the 2021 and 2022 budget so we could do survey and it will be a push to get in on the 2023 budget.

- **Community Center Program:** It is a 15 hour per week position and would be responsible for community programs. As of this date, every night is booked, some are still online but will be back soon. Rent space: groups would have to show proof of liability, fee charge and it would put a lot of wear and tear on our building.

City Council will vote on the budget based on dollar amount and not position.

- **Budget Process:** The budget goes to the Mayor; COA meets with the Mayor; Mayor puts her own budget together and presents it to the Council. The Council will vote on the best budget scenio presented by the Mayor.
- **Committee Assignments:** Marsha Stone presented the following committee members.
  - By-Law - Janice Colbert – Chair; Mary Willliford, Pat Jordan & Margo Peck
  - Legislative: Karen MacCormick – Chair; Linda Smith
  - Nominating: Linda Smith – Chair; Marsha Staples-Love, Adele Cocoran-Stevens; Margo Peck
  - Personnel: Peg Saulnier – Chair; Janice Colbert

Due to the Thanksgiving holiday, our next COA meeting will be held on Thursday, November 18, 2021 at 2:00.

**Adjournment:** Motion to Adjourn the Meeting was made by Margo Peck, seconded by Adele Coccoran-Stevens. Adjourned at 2:55 p.m.

Respectfully submitted,

Peg Saulnier, COA Secretary

**Next meetings:** Board Meeting: November 18, 2021 @ 2:00 IN PERSON