

**DRAFT**

**SALEM COUNCIL ON AGING  
Minutes of Regular Meeting**

**Date and Time:** June 20, 2018 at 5:15 P.M.

**Meeting Location:** 2<sup>nd</sup> Floor, 5 Broad St.

**Members Present:** Lynda Coffill (LC, Chairperson), Julie Carver (JC, Secretary), Elaine Heredeen (EH, Vice Chair), Alice Williams (AW), Abigail Butt (AB) and John Russell (JR) and Donna Clifford (DC)

**Members Absent:** George Barbuzzi (GB)

**Also Present:** Teresa Arnold, (TA, Director of the COA)

**Clerk:** Kathleen Fitzgerald

**Meeting Called to Order**

LC calls the meeting to order at 5:15 P.M.

Motion made by AW to approve the May Minutes, seconded by EH and passes unanimously.

**Old Business:**

None

**New Business:**

JR discussed the pasta dinner that was coming up and presented placemats that were made for the event and advised that they were printed free of charge. He also advised that there would be a lot of raffle prizes and an auction.

LC asked if a table could be reserved for the COA Board and JR advised that that would be done.

AB suggested that the Friends could use some new members. JR said the Friends needed more active people and some additional kinds of talent. AB suggested that Pat Zaido be approached to join. AB suggested to see if the Friends would fund new monitors and new computers for My Senior Center and asked if we could get a price and that we would need three bids.

### **Director's Report:**

TA advised that Sharon Felton is coordinating produce donations from the Boston Food Bank. Fifty people needed to be involved to receive food before you can host it on your site. TA advised that we would start working with Danvers and after 50 people are involved we could operate out of our site. Sharon Felton is asking for more volunteers. TA said help would be needed at the Center for packing up food, etc. and delivery of food to home bound seniors. AB asked how often the food bank was operated and what day of the week and TA advised once a month. The day of the week was not mentioned. There was some discussion about storage. JR said that if storage is needed we could look into space at the new Center. EH said Beverly is doing this program two times per week for anyone who needs it. TA stated that we have three different food programs this summer.

Recycling was then discussed. It was advised that Rosanna Donahue has ordered real dishes and real flatware for special events and also paper plates that could be recycled. Bins are now located in the dining room for this.

TA related that she had a meeting with the Mayor to discuss senior housing. Sharon Felton also attended. It was advised that Housing Authority staff were in some of the buildings but there is a concern about gaps in services and it was advised that there is either a Housing Authority person or a North Shore Elder Services case manager on-site. The key is communication, but staff feel that they have a good relationship with them.

Transportation – A new van was delivered this morning. AB asked if there was a policy for cell phone usage while driving and TA advised that there was. TA advised that the COA was looking for two part-time van drivers and that it was posted on the City website. It is anticipated that the COA would be needing more staff once the move to the new center is completed. AB asked if there were things we could do i.e. putting reports together to show the need. She said she could do this if needed. LC asked if the Center only had any part-time drivers and TA said yes. TA suggested that a meeting with Fred be set up to talk about staffing, benefits, etc.

TA wanted to thank the Friends for the recent Fathers' Day luncheon at Winter Island. She advised that more people showed up than signed up. AB said the thing that made her nervous was that all who walk through the door get something to eat. JR said it was open to everyone but that the need to have numbers is important. JR said that Ipswich charges \$2.00 so that people who sign up show up as it is a commitment.

There was discussion about caterers, demonstration classes, musicians, etc. at the opening of the new Senior Center. TA advised that the Mayor was giving the Center \$5,000.00 for food and other things. Salem High School and Collins Middle School were being approached to see if they could participate.

TA is making a list of anyone who should be invited to the grand opening and suggested that if anyone on the Board could think of other people who are key dignitaries, she

should be advised. JR said that a Friday may be an issue for legislators to attend a tour of the facility. Trish O'Brien is going to talk with the Mayor about dates.

It was advised that LC spoke at the budget meeting and that GB was present. We would be getting a third social worker and data supplied by AB was used to make the argument for the need for this position. The position is currently being advertised but that the COA has Joe Ericksberg until the end of the fiscal year. AB asked if anyone has applied and TA said not yet.

There are still a couple of things the COA is looking forward to in next budget round as follows:

- Full time drivers
- Salary analysis of Directors in the area because the current salaries at the Center are not up to par. AB stated that if salaries are not up to par, people will not stay.
- Senior housing issue
- Volunteer coordinator. LC said that once we are in the new Center and the need for volunteers becomes apparent, this would be looked into again.

AB advised that in Lincoln people were brought on in an intern role or by getting the community to get a grant and then they go to the Town to fund it. She stated that if we get a three-year grant for a volunteer coordinator and prove that we need it, then we could ask the City for this. She also spoke about an administrative assistant in Lincoln whose position was funded through the senior employment program which is a three-year grant. Once they prove that she is irreplaceable they can then bring her on board

JR advised that Elaine Milo had a meeting with the Mayor on kitchen concerns and gas vs. electric ranges.

**Social Services** – 164 seniors 60 and over were serviced 336 times and 15 people under 60 were serviced 22 times.

Everyone in My Senior Center data base received a robocall explaining the new Medicare card which will be mailed out to all Medicare beneficiaries. Social Services plans on using this feature to alert those in the data base of scams and other important topics.

Next Board Meeting: Wednesday, September 19, 2018

A motion to adjourn is made by EH, seconded by JR, and passes unanimously,

The meeting adjourns at 6:05 P.M.

Respectfully Submitted,

Kathleen Fitzgerald, Clerk

