

*Draft Copy*

Board OF Director's Meeting

Pembroke Council on Aging

October 16, 2018

Present: Sue Ellen Hewitt, Pam Blades, John Melchin, Jim Kinkade, Linda Osborne, Susan Shea

Alternates: Marilyn Christmann

Absent: Janet laBerge, Joe Ryan, Janet O'Melia, Karee Bohman

Guests: Gail Shaw and Nancy Cunniff of the Friends of the COA

Meeting called to Order at 6:00pm

Minutes: Read and Accepted

Treasurer's Report: Read and Accepted

Director's Report: Read and Accepted

Friends of the Council on Aging Report: Read and Accepted

OCES: Read and Accepted

OCPC: Read and Accepted

The Formula Grant has been submitted. This grant is very important for the COA as it covers the Outreach worker's salary, as well as assistant outreach. We have also used it for volunteer appreciation luncheons and newsletter postage, etc. We are exploring using it more for personnel this year.

Fuel Assistance season is officially underway. Linda Freeman, Susan Larkin and Susan Shea will be handling these applications. For residents who would like to apply, they can call the COA main number to set up an appointment.

Open enrollment for S.H.I.N.E. is also underway. Our volunteer, Ken Pike, has set up appointments on Tuesdays and Fridays. Residents can call the COA to set up an appt. with Ken.

C.O.A. is closed on Veteran's Day, but we will be open on the Friday after Thanksgiving, November 23rd. The Town has not announced the plan for the 23rd, but as our newsletter needed to be sent out for print, Sue Shea has decided we will open, but as the union recognizes that day as a paid holiday, staff will be out that day. Sue Shea will cover the office. Old Colony has agreed to provide frozen meals for the 22nd and 23rd of November. There will be no congregated meals or meals on wheels delivery that day.

Linda Osborne has approached Arthur Boyle to act as a liaison from the Selectmen to the COA and learned there is a process for this to be established. Sue Shea will attend a Selectmen's meeting at 7:15 on November 5th to request a liaison be assigned to the COA. Board members are welcome to attend.

Suzanne Driscoll, AM Principle Clerk is due to return to work next week.

There was a lengthy discussion of the use of the kitchen facilities. The Friends of the COA would like to have access to that kitchen. We need to gather more information to know if the kitchen will ever be useable for the COA or if there are reasons this can just never be the case. Susan Shea plans to reach out to the Board of Health as a starting point closer to December.

The Strategic Planning Committee met on 10/9/18 and talked about the plan to add a room and bathrooms. The committee is creating a list of professionals we will need to consult with about the possible costs that could be involved in this project.

Linda Osborne brought to the Board's attention that the COA is on the plans for the proposed Community Center. Susan Shea was approached by Andrew Sullivan about this proposal recently, and invited him to share plans and come to a Board meeting, but thus far, we have not heard back from him. We all agree that we need to remain open minded about this proposal, but we need more information in order to have any opinion on what is best for the COA and it's members.

Next scheduled meeting is on November 20, 2018 at 6:00pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "John Melchin". The signature is written in dark ink and is positioned below the "Respectfully Submitted," text.

John Melchin