

BERKLEY COUNCIL ON AGING  
MINUTES OF MEETING  
**January 5, 2023**

**Board Present:** Margaret Moroff, Arlene Medeiros, Kathee Strozyk and Carol Buote

**I. Call to Order.**

Margaret Moroff called the meeting to order at 9:00 a.m.

**II. Margaret Moroff announced that the meeting is being videotaped.**

**III. Acceptance of Prior Meeting Minutes.**

Arlene Medeiros motioned to accept the minutes from October 27th and Margaret Moroff seconded. Arlene Medeiros and Margaret Moroff voted to approve and Carol Buote abstained.

Arlene Medeiros motioned to accept the minutes from November 3<sup>rd</sup> and Margaret Moroff seconded. Arlene Medeiros and Margaret Moroff voted to approve and Carol Buote abstained.

Carole Buote motioned to accept the minutes from December 1<sup>st</sup> and Arlene Medeiros seconded. All members present voted to approve the minutes.

Arlene Medeiros voted to table the minutes from December 8<sup>th</sup> and December 15<sup>th</sup> and Carole Buote seconded the motion. All members present voted to approve the minutes.

**IV. Status of New Council on Aging Board Member Cathy Charette – Margaret Moroff informed Cathy that the board will need a letter stating her interest to join the board.**

**V. CORI Procedures and Policy.**

Arlene Medeiros informed the board that she has been working with the Friends and others involved with the seniors to get their CORI information. She explained that the COA has a CORI policy and provided a copy of it. Margaret Moroff announced anyone volunteering will have to have a current CORI and that they are good for three years. Arlene Medeiros said she was working on the CORIs for the instructors. There was some discussion concerning people who come in for a one-time event. Nancy Thompson, in the audience, said one-time speakers were not given a CORI the past. Margaret Moroff told the board she would look into it.

**VI. Food and Kitchen Policy per Request of the Town Administrator.**

Margaret Moroff said there was a problem with beetles in the kitchen and they had been taken care of. If there is food being offered and disposed of then the kitchen trash bags need to be tied at the end of the day. There cannot be open food left out. She also mentioned that food in the kitchen that is for the COA should not be taken by an individual unless it was offered to them. Margaret Moroff explained that she sometimes has extra from brown bags that are not picked up. They are provided to

individuals in need. If someone needs food assistance, please come in and ask for it. It will be kept confidential.

**VII. Status of New Administrative Assistant.**

One person has applied in-house and will be hired. The position of Director has been shelved for now. It is possible we may transition the Administrative Assistant into the Directors role. The board discussed the prior interview of the candidate. The board also discussed the job description from the December 15<sup>th</sup> COA board meeting and confirmed that it is still the same. Arlene Medeiros motioned to suspend the position of the COA Director and Kathlee Strozyk seconded the motion. The board voted in favor.

**VIII. Authorization for Two Members to Approve Invoices.**

Arlene Medeiros explained to the board the time constraints of having invoices approved at meetings that happen once a month. Arlene Medeiros made a motion that invoices can be signed by two members of the board. Carole Buote seconded that motion. The board all voted in favor.

**IX. FY 2023 Budget – Arlene Medeiros gave a breakdown of the budget.**

- a. **Town Budget** –The submitted attachment had an error. The total other expenses were incorrectly summed, Arlene Medeiros stated that amount should be roughly \$3,000.
- b. **Formula Grant** - \$18,228 came in and there is \$16,385.65 left.
- c. **Donations** - \$1,085 total activity donations for the year. \$2,030 was collected in general donations but \$1,923.14 was deducted for the Kittery Maine Trip.
- d. **Earmark Grant** - Balance of \$27,764.99.

**X. Events and Updates,**

Margaret Moroff discussed the free event that the center had with Amy on December 7<sup>th</sup>. It was very well attended. It was followed by a pizza lunch. February 15<sup>th</sup> or 16<sup>th</sup> Amy will hold another event.

Margaret Moroff discussed the Christmas lunch that occurred on December 10<sup>th</sup> and the Christmas Ornament Making that happened on December 14<sup>th</sup>.

Margaret Moroff discussed a free ceramics class added on the 12<sup>th</sup> and a card embossing class coming up.

Margaret Moroff mentioned that Nancy Townley donated the puzzles and that the puzzles in the center are all different now. The board discussed switching books and DVDs out.

Tai Chi – Arlene Medeiros made a motion to add a second day of Tai Chi until June at which time it will be revisited. Kathlee Strozyk seconded the motion. The board voted to approve.

Margaret Moroff talked about contacting Attorney Quinn's office to come into the center to put on a presentation specifically about scams.

Margaret Moroff discussed having the police chief come into the center and specifically spoke about grandparents raising grandchildren. She discussed developing a pamphlet for the police for when they encounter someone who may need the help that is available through the center.

Arlene Medeiros suggested a Valentines event and Nancy Thompson in the audience suggested since it was heart health month that the event be health related, for example CPR updates with a lunch.

Margaret Moroff talked about asking Marc of Healing to come in and do a program.

Nancy Thompson discussed chair yoga and the person she had for stamping can no longer do the stamp program.

**XI. Friends Report**

Elizabeth Monkowski gave a budget update of \$14,381 available. Elizabeth gave a planned trip update.

- XII. Nancy Thompson discussion about volunteers.** Nancy Thompson discussed leaving a key at the police station so volunteers can open the building to make use of the COA when it is not staffed. Margaret Moroff stated that the Board of Selectmen have already voted not to allow that. Arlene Medeiros said that the COA board previously voted to keep the center closed on Friday.

**XIII. Public Input**

Arlene Medeiros spoke about having a cleaning person clean Monday, Tuesday and Thursday. The floors will be waxed at the end of January.

- XIV. Notice of Next Meeting** – Arlene Medeiros stated that the next meeting will be February 2<sup>nd</sup>.

- XV. Motion to Adjourn** – Arlene Medeiros motioned to adjourn at 10:02 a.m. Kathee Strozyk seconded the motion. The board voted in favor.