

BERKLEY COUNCIL ON AGING
Minutes of Meeting
May 6, 2021

A regular meeting of the Council on Aging was held in the Activity Room on Thursday, May 6, 2021 at 11:30a.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Nancy Thompson, Wendy Cochrane and Arlene Medeiros.

Staff present: Amanda Blais, Director.

Public present: Donna Benoit

I. Call to Order at 11:30a.m.

Margaret Moroff called the meeting to order at the time stated on the posted agenda.

II. Approval of Minutes

Margaret Moroff asked for a motion to approve the minutes from the April 1, 2021 meeting. Motion made by Nancy Thompson and seconded by Arlene Medeiros. The motion passed unanimously.

III. Treasury Report

The Director read aloud her Director's Report to the Board. The Director's Report will be attached to Minutes of the Meeting. Wendy Cochrane informed the Director that the COA kitchen inspections should be paid out of the Town budget and not the COA budget. The Director will follow-up with the Town Administrator for further clarification. Margaret Moroff asked if the gran n' go lunches were income-based or if any senior could participate. The Director will follow-up with Bristol Elder Services for further clarification. Nancy Thompson suggested offering the Lose to Win Challenge to any person of any age, as persons other than seniors could be struggling to lose weight.

IV. Committee Report

The Director informed the Board of having manicures return in June for seniors. The Director suggested that since podiatry services are offered, there isn't a difference with manicures; the manicurist also only files nails and does not cut them, and the manicurist has a plexi-glass shield for COVID-19 safety. Motion to allow the return of manicures in June was made by Wendy Cochrane and seconded by Arlene Medeiros. The motion passed unanimously.

Margaret Moroff informed the Board of the time change for aerobics and stated that the Director is in charge of programming; time and schedule changes need to be approved in advance. Nancy Thompson stated that participants of groups do not dictate the time. The Board agreed to have the Director mail letters to all instructors regarding all programming must go through the Director.

Margaret Moroff announced the Italian group will be starting a new book and the instructor is encouraging new members, as the present is the perfect time to join.

Margaret Moroff stated she would like to see the COA offer a craft program and suggested a paint project with Amy King. The Director will call the instructor to coordinate.

The Director informed the Board of security issues regarding MySeniorCenter. In previous years, administrative accounts were created for senior volunteers to access the portal to schedule activities, issue robo calls and maintain statistics for grant funding and reporting. Administrative accounts also have access to seniors' social security numbers, for those who had provided this information when they were issued a key tag. The Board agreed that only the Director, Town Administrator and Outreach Worker should have administrative account access. The Board requested the Director mail letters to all administrative account holders to notify that these accounts will be deactivated.

Margaret Moroff informed the Board that the Director has professional experience working with older adults who have hoarding disorder. Margaret Moroff would like to have the Director offer an information class for seniors to understand the basics of hoarding disorder and to learn about resources that are available to help.

V. Old and New Business

The Board and the Director began to discuss updating the Council on Aging Policies and Procedures. The following changes were voted on:

- Article IV – Membership, Section A (pg. 2): Board members shall be appointed on a rotating basis so that not less than one-third of all members shall be appointed annually, each for a (3) year term. *The Director will discuss with the Town Administrator on how to proceed.*
- Article VII – Officers, Section 4 (pg. 5): The Secretary shall record all proceedings of the meetings of Council. *The Board agreed to move this responsibility to the Director since the Director records minutes of meetings. Motion to remove Secretary from the list of Officers and move responsibility to Director was made by Wendy Cochrane and seconded by Nancy Thompson. The motion passed unanimously.*
- Article VII – Officers, Section 5 (pg. 5): The Director shall authorize policies, programs and activities provided by the Council on Aging in compliance with Federal, State and local legislation, regulations and by laws. *The Board agreed to remove the word “authorize” and replace with “administer”. Motion to replace “authorize” with “administer” was made by Wendy Cochrane and seconded by Nancy Thompson. The motion passed unanimously.*
- Article VII – Officers, Section 5 (pg. 7): The Director shall establish/oversee long term plan for the Senior Center. *The Board agreed to include “with the Council on Aging Board” at the end of the responsibility. Motion to change the responsibility to read “The Director shall establish/oversee long term plan for the Senior Center with the Council on Aging Board” was made by Wendy Cochrane and seconded by Arlene Medeiros. The motion passed unanimously.*
- Article IX – Donations (pg. 8): There will be a minimal of \$1.00 charge to participate in each program supported by the Council. *The Board agreed to eliminate this clause during the COVID-19 pandemic until programs return indoors. Motion was made by Wendy Cochrane and seconded by Arlene Medeiros. The motion passed unanimously.*

A continuation of this discussion will occur at the next scheduled meeting on June 3, 2021.

Margaret Moroff announced that free transportation is available for COVID-19 vaccination appointments through Bristol Elder Services and Lyft. Flyer are available at the COA and on the COA website.

The Board discussed the return of Mah Jong. Donna Benoit explained the group consists of 3-4 seniors and the group will agree to spray the tile pieces before and after use. Margaret Moroff asked the Director to seek guidance from the Town Administrator.

VI. Correspondence and Emails

Margaret Moroff announced she had seen and responded to a Facebook post regarding a senior referring to the COA as a “toxic environment.” The Director offered a statement regarding the environment of the COA at present; all seniors are welcome to attend the COA and any programs or activities that are offered; the behaviors of all COA Board members, Director, and volunteers reflect the COA and the mission the COA strives for. The Board and the Director reviewed the COA Code of Conduct and Behavior Policy that hangs in the COA Activity Room. Donna Benoit suggested making the signage bigger for seniors to see as they enter the Activity Room.

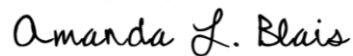
VII. Future Business

Members of the public did not offer input regarding future business.

VIII. Adjournment

There being no other business before the Board, Wendy Cochrane made a motion to adjourn and was seconded by Arlene Medeiros. The motion passed unanimously. Meeting adjourned at 1:14p.m. The next scheduled meeting will be Thursday, June 3, 2021 at 11:30a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda L. Blais". The signature is written in a cursive, flowing style.

Amanda L. Blais
COA Director



COUNCIL ON AGING

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Berkley, MA 02779

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May 6, 2021

Director's Report

Community Involvement

- Podiatry Clinic 4/9/21: Great attendance rate, including a walk-in who saw the sign out front. Dr. Smith and his assistant were great and pleasant with the seniors. Tentative date for the next clinic is mid-June. Dr. Smith's assistant will contact the Director to schedule the next clinic once Dr. Smith has a confirmed date.
- Blood Pressure Clinic: Community Nurse will be contracted to offer monthly blood pressure clinics. Carol McAfee, LPN, CDP, CADDCT will offer a Meet and Greet on Tuesday, May 11, 2021 from 1-3pm to provide seniors with an opportunity to come and meet her, ask questions or have their blood pressure checked on the spot. Our monthly blood pressure clinics will take place on the first Tuesday of every month, starting June 1st from 1-3pm.
- Quilting Club: There has been a discussion to coordinate a viewing of the quilts our Quilting Club members have created. Jeanne Russo had the idea to offer an ice cream social to encourage all within the community to come to the COA to view the quilts. This event will be a walk-through with each member of the Club at their own table to display their work. On the way out, viewers can stop at the kitchen to grab their ice cream and take with them outside. We can setup tents with tables and chairs, as well as coordinate with Town Administrator to see if conference rooms can be utilized. Jeanne Russo has spoken to Rep. Normal Orral who has agreed to sponsor the ice cream social. This event will take place on Saturday, June 26, 2021 at the COA from 11am to 2pm.

Meetings

- Bristol County Regional meeting through MCOA attended every other week.
- Ed Duggan, Cable Access: Discussed first guest speaker as part of COA Channel. Kathy Devine from EOEA will present on Prescription Advantage on 5/10/21. This presentation will be recorded via Zoom and will be published on Channel 9 for our seniors at home.

Budget & Grant Funding

- COA Budget Balances
 - Director Salary - \$7,500.00
 - Office Equipment - \$220.03
 - Postage - \$100.00
 - Office Supplies - \$334.13
 - Pre-Printed Forms - \$714.32
 - Outside Services - \$0.00
 - Other Charges & Expenses - \$105.00
 - Travel – \$873.67
 - Training - \$230.00
- Grant Balances
 - Formula Grant - \$9,373.00
 - Earmark Grant - \$166.80
 - MCOA Social Isolation - \$10,770.00
- Donations
 - Program - \$2,270.40
 - General - \$5,574.45
- 2021 AARP Community Challenge Grant: application submitted by due date of April 14, 2021. Applicants will be notified of their status by June 2021. Grant funding was applied for to address the transportation needs of seniors on Berkley. The goal is to increase connectivity to have more seniors attend the COA but have not previously due to transportation inability, as well as providing transportation to Berkley seniors for medical appointments, vaccination appointments/clinics, etc.
- Bristol Elder Services two-year grant opportunity for October 1, 2021. There was a mandatory technical assistance training on April 21, 2021 for those planning to submit a Letter of Interest. Initiatives or programs funding can be used for include civic engagement/employment, community support/health services, housing, information dissemination, legal assistance, outdoor spaces/buildings, and transportation. Proposals are due by May 14, 2021.

Webinars & Trainings

- Webinars attended:
 - Bi-weekly COVID-19 update through Executive Office of Elder Affairs
 - 2021 SoCo Elder Homelessness Summit
 - MDPH: COVID-19 Live Q&A
 - Substance-Use Disorder and the Older Adult: A Hidden Reality
 - Rides that Save Lives
 - MCOA Small & Rural Conference
 - Grief Summit
 - Consumer Workshop with the Office of Economic Empowerment, Massachusetts Council on Aging, and the Office of Consumer Affairs and Business Regulation
- Trainings
 - Director, Outreach and COA Board members attended a virtual Emergency Preparedness Training offered by the State on April 21, 2021.

- MA DOT Mandatory Grant Training

Updates

- The Director is working with Bristol Elder Services to establish our COA kitchen as an approved meal site. This will allow the COA to provide grab n' go lunches.
- Lose to Win Challenge: Thoughts on incorporating a 30-minute support group after members weigh in. Nancy Thompson has suggested whoever will be weighing members in have experience or motivation in the area of nutrition. The Director can seek out support from local vocational high schools or colleges to utilize a nursing student who has a passion for nutrition, healthy eating habits and exercise.
- Lunch on the Farm will be held at Chamberlain Farm on Wednesday, August 11, 2021 at noon. There is a limit of 80 seniors. A reminder will be published in future newsletters to remind seniors to call the COA to reserve their seat.
- Hip Hop Dance Chair exercise class offered by Music Dance EDU and provided by a grant by the Cultural Council will be held outdoors (tentatively) on Monday, August 23, 2021 at 1pm.

Sincerely,

Amanda L. Blais

Amanda L. Blais
Director