

Minutes of COA Board Meeting – September 17, 2014

Members present: Pat Gold, Mike Donham, Carol Airasian, Dorothy Brown, Alice Wadden, Burt Greenberg, Linda Moffitt, and V.V. Martin.

Member excused absence: Mary Keenan.

Staff members present: Caryl Fox and Debbie Dunn.

The meeting was called to order at 5:30 pm.

1. The July minutes were reviewed by Board members. (There was no meeting in August). Mike Donham made a motion to approve the minutes and Dorothy Brown seconded. Passed.

2. Financial Statements:

Caryl Fox highlighted areas of the reports. She noted that there has not been much spending of line items in July, the start of the fiscal year. The August line items reflected more activity. The Marshall Home Taxi Grant had increased activity when the bus driver was on vacation. Taxi cabs were offered to those who needed to go grocery shopping.

3. Program Coordinator Position:

Kathleen Wolf retired from her position after twenty-four years on the job. She has been a hard-working, dedicated, creative, and highly valued member of the staff. Board members requested a card so that they can thank Ms. Wolf

4. Case Worker Position Update:

All the interviews have been held by Personnel Director, Gayle Shattuck, and Caryl Fox. A candidate was selected and references are being checked by the Personnel Department. The process has taken longer than expected and it is unlikely that a new person will start until sometime in October. Several Board members offered to volunteer a few hours at the front desk to help the staff

5. Senior Center Fire Alarm Changes:

The Fire Department has decided that the fire alarm box in the Senior Center will be joined to the School Department system and the Center will be part of school fire drills. We are also putting in a system, with the Fire Department approval, that will allow us to keep the doors between the Senior Center and gym open.

6. Faire in the Square:

The annual event will be held Saturday, September 27th, from 10 to 4. The COA/Senior Center will have a table at the event. Two Board members offered to help at the table. The Faire is always well-attended and is a good opportunity for the public to learn about all the programs and services that we provide.

7. The RIDE:

Concern was raised about the application process for the RIDE and how people will get to Charlestown for the mandatory in-person interview. Caryl Fox and Debbie Dunn reassured the Board that the RIDE provided transportation to the Charlestown application site. It was suggested that we put information in the newsletter so it's available to anyone who may be interested in applying for this service.

8. Snow Removal:

Ken Woodland will be administering and supervising a small group of middle school students to help up to ten Watertown seniors with snow shoveling. Mr. Woodland formed a project group which received a grant through the Watertown Community Foundation. This group now has non-profit status.

9. Flu Shots:

The Health Department will be conducting flu shot clinics at the Senior Center on Tuesday, September 23rd from 9 – 11 am and on Thursday, October 16th from 9 – 11 am.

10. The meeting was adjourned at 6:30 pm.

Submitted by Caryl Leslie Fox