

COUNCIL ON AGING
Community Hall/Senior Center
Meeting Minutes Thursday, August 12, 2021

Present: Victoria Burrington, Margaret Freeman, Donna Hyytinen, Sue Lively, Cathy Tallen

The meeting was called to order at 2:02 p.m.

Agenda review: Margaret added question on work organization and Open Meeting Law.

M/S/P Cathy/Donna/ unanimous: approved 7-28-21 meeting minutes as amended.

Revised Senior Center Coordinator Job Description

The Council agreed that further investigation is needed for the following items:

- allotted hours and compensation;
- creating a tracking device for ensuring proper and accurate records for Senior Program activities;
- determining what policies and procedures for the Senior Program exist;
- considering whether basic CPR certification would be helpful.

The following changes to the job description were recommended by consensus:

- Change “Senior Center” to “Senior Program” in all usage, unless name is mandated by MCOA;
- Under ESSENTIAL DUTIES
 - ¶2: Change “for coordination of efforts” to “as an ex-officio member”;
 - ¶4: Change “Manages” to “Reporting and invoicing expenses to town coordinator for”;
 - ¶6: Change “overseeing care and maintenance” to “reporting to the town coordinator issues regarding care and maintenance...” and strike out sentence beginning “Serves as an ex-officio member of the Building Use Committee”.
 - ¶7: Change “Community Hall/Senior Center” to “Senior Program facility(ies)”.
- Under MINIMUM QUALIFICATIONS
 - ¶1: Strike education and experience to provide social services to older adults and”; add “Education requirement: HS diploma or GED. Prior experience with senior programs desirable.”
- Under TOOLS AND EQUIPMENT
 - ¶1: Change “Personal” to “Ability to use...”

Heath Seniors survey: In response to a question from the town coordinator, after discussing Senior needs for space, parking, access, ADA compliant facilities, etc., the Council made the following motion:

M/S/P Margaret/Cathy/ unanimous: We would support moving the Senior Program facility to 18 Jacobs Road.

Victoria then marked the following items to move to the next meeting: Survey; Age Friendly Communities update; Senior Programs brainstorming; Questions of delegating work between meetings and whether reports and recommendations be placed in SLACK so members can read and digest them for discussion at the next meeting. Financial report and grant availability were added to the list.

The Council agreed to move the zoom meeting with the Select Board to Monday August 23rd from 5-7 p.m., early in the meeting.

M/S/P Sue/Margaret/unanimous: to approve the invoice for \$260 annual dues payment to MCOA.

M/S/P Cathy/Margaret/unanimous: to adjourn at 3:35.