

COUNCIL ON AGING
Community Hall/Senior Center
Meeting Minutes Thursday, August 26, 2021

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

The meeting was called to order at 2:00 p.m.

M/S/P Cathy/Donna/ unanimous: to approve 8-12-21 meeting minutes.

M/S/P Cathy/Margaret/unanimous: to appropriate \$230 for MCOA annual dues payment as correction to prior amount of \$260 approved in motion of 7/28/21.

Age-Friendly Community update: Nour Elkhattaby Strauch agreed to attend the next meeting if possible and sent a 15-minute presentation handout for review (attached).

Senior Program Brainstorming: items included relevant information on seniors needed; center program activities in coordination with library (library-looking-to-future memo attached); development of health-related programs and volunteer groups (details attached).

Review of Select Board discussion for Senior Coordinator Job Description: *On education:* more formal certification needed. Minimal qualifications: Associates Degree in human services or related field, plus three years experience working with older adults, or an equivalent combination of education and experience. Basic CPR training required within six months of hire. Recommended wording to be approved at next meeting. *On question of "Center" as official wording in title:* MCOA job postings throughout the state have many different names. Recommended using Senior Program Coordinator. *On hours and salary:* Recommended 9-12 hours per week, not to exceed 500 hours per year; COA formula \$6,000 grant will cover salary of \$12 per hour (Select Board job classification attached). The Coordinator to be supervised by COA and will collaborate with and implement programs initiated by COA. Need to research grant possibilities for salary.

Senior Survey: Items discussed were what would be most helpful to COA to move forward; Life Path can help with survey creation; how seniors would like to be contacted - by mail, email, or phone; important to get relevant information about seniors from knowledgeable people; include a SASE for survey returns; need to develop volunteer groups; question on how Meals on Wheels works in Heath; brainstorm at future meeting what COA needs to know in order to create survey.

Victoria noted that COA could pay for 1-2 members to attend the MCOA Fall zoom conference and will send email to members for logging in as a member. She moved discussion of financial report and grant availability to next meeting and will get report of funds available from Hilma.

Delegation of work:

Victoria will upload digital copy of Nour's presentation to age-friendly SLACK channel, get amount of available COA funds from Hilma, send members MCOA login information for, and request JR location for next meeting.

Cathy will check on how Heath residents are currently enrolled in the Meals on Wheels program.

Sue will send version of Senior Coordinator position to Margaret for revising these minutes if necessary.

Donna will add information on other towns' COA activities, etc. to relevant SLACK channel.

Margaret will ask Deb Porter about posting digital copy of library memo, and post copy of brainstorm items.

All will review Nour's presentation for discussion at next meeting; check MCOA conference announcement (in SLACK channel) for possible workshops; list suggested items for survey on what we think we need to know for brainstorming at next meeting; and investigate grant opportunities for coordinator salary and other possibilities.

Next meeting: Thursday, September 9, 2:00 p.m. at 18 Jacobs Road (tentative).

M/S/P Margaret/ Cathy/unanimous: to adjourn at 3:36 p.m.