

Council on Aging
Room 135, 18 Jacobs Road
Minutes Thursday, January 5, 2023

Present: Victoria Burrington, Margaret Freeman, Sue Lively, Cathy Tallen.

Absent: Donna Hyytinen.

Meeting called to order at 1:39 p.m.

Review Agenda: nothing added.

M/S/P Sue, Cathy, 1 abstention: to approve the 12-01-2022 minutes as written.

Cori check: A copy of the proposed town policy and training materials has been given to the town coordinator for the Select Board to review and vote on. Victoria has set up a CORI account with the state iCORI system. She noted that the checks have to be completed on a town computer by the person the computer is dedicated to. The Council will need to set one up for documenting its own CORI checks. There will be a large initial expense for all COA personnel and volunteers to be CORI-checked. The town apparently has the option to decide how frequent the checks should be.

Room 135: Discussion was moved to the item on scheduling activities.

Senior Program Coordinator: The Council received notice that Cynthia Johnson is interested in applying for the position. Hilma gave the following official determination of wage range: Grade 4 – \$15.75-21.03; mid range \$17.50. Victoria noted that COA has \$7,200 to dedicate to the position this year, which would work out at \$17.00 for a flexible 6-8 hours per week for 52 days. Appointee will have a 90-day trial period. COA will be the agency the SPC will report to. The Council will need to create a method to review the time sheets submitted to the town coordinator.

Budget review: The question was raised as to whether the Council can rollover unused funds to FY2024. If so, then the budget requests would remain the same as for FY2023. Details: Senior Center operating cost: \$500. COA expenditure stipend: \$1,000. Victoria will check whether this category could be used for CORI check costs without having to change its dedicated purpose. Other items remain the same. Victoria will submit the preliminary budget by the January 18 deadline.

Scheduled Activities: It was decided to send a summary of activities for 2023 to the Heath Herald and to the Senior email list. Cathy and Margaret will compile it from the current and proposed list. It is hoped that monthly town lunches can start in March.

Next meeting Thursday January 19 at 1:30 p.m.

M/S/P Cathy, Margaret, unanimous: to adjourn the meeting at 3:10 p.m.