

TOWN OF SHEFFIELD
COUNCIL ON AGING
September 12, 2017
SHEFFIELD SENIOR CENTER
4:00 pm

Board Members Present:	David Steindler, Acting Chairman Dorris Van Deusen Richard Magen Patricia Hardisty John Gilligan Michelle Harwood David Smith Jr.
Board Members Absent	Helen Johnston
Others Present:	Kathie Loring, Executive Director Madonna Meagher, Assistant Director Claudia Martin, Interim Director
Members of the Public:	Rhonda LaBombard, Town Administrator Nadine Hawver, Board of Selectmen Rene Wood

Acting Chairman Steindler called the meeting to order at 4:00 pm.

REORGANIZATION:

Acting Chairman Steindler's first order of business was a reorganization of the board electing a new Chairman and Vice Chairman. Acting Chairman Steindler asked for nominations for Chairman. Pat Hardisty nominated David Steindler for COA Chairman seconded by John Gilligan. Acting Chairman Steindler then asked the board for any other nominations. There were no other nominations suggested.

Board member Harwood called for a ballot vote. Acting Chairman Steindler asked if she meant a secret paper ballot and member Harwood said yes. Acting Chairman Steindler stated that he thought a secret ballot was a violation of the open meeting law. Discussion ensued about whether a secret paper ballot was a violation of the open meeting law. Member Harwood stated that the committee has to have a secret ballot if one is called for by a member. More discussion ensued, Member David Smith asked Town Administrator Rhonda LaBombard to comment. Town Administrator LaBombard didn't see why it would be a problem to have a secret ballot if someone made a motion to have it and everyone voted in favor of a secret ballot. Michelle Harwood made a motion to have a secret (paper) ballot, board member Dick Magen seconded the motion. Acting Chairman Steindler asked for a motion to close the nominations. Member David Smith motioned to close the nominations seconded by member Dick Magen. Motion was unanimous.

Paper ballots were distributed to all seven board members, David Steindler asked if it was a name on the ballot or just a yes or no written on the ballot. Member Harwood said since there was only one name it should be a yes or a no written. Assistant Director Meagher collected the ballots and went to a neutral space to count them. She announced there were four yes votes and three no votes. David Steindler was elected COA chairman.

Chairman Steindler asked for nominations for Vice-Chairman. John Gilligan nominated Patricia Hardisty, seconded by Dick Magenis. Chairman Steindler asked for other nominations for Vice-Chairman, with none forthcoming, Chairman Steindler asked for a motion to close the nominations. Member Smith made a motion to close the Vice Chairman nominations, seconded by Member Dick Magenis. Motion was unanimous.

INTRODUCING THE NEW DIRECTOR:

Chairman Steindler welcomed our new Executive Director Kathie Loring. He wished her the best in her new role and expects she will perform her job with utmost satisfaction to the seniors we serve.

APPROVAL OF MINUTES:

Dorris Van Deusen moved to approve the August 4, 2017 minutes as presented, seconded by Dick Magenis. The motion carried In favor: Steindler, Hardisty, Magenis, Van Deusen, Abstentions: Gilligan, Harwood, Smith.

LOWER LEVEL USAGE POLICY:

Chairman Steindler addressed the policy for the use of the lower level of the center. He stated that there had been some problems in the last month or so and spoke with Executive Director Loring regarding visitors who have care givers. Chairman Steindler mentioned that this is a senior center not an adult day care center. To avoid liability issues, care givers must be with their client at all times and the doors always should be locked. Discussion ensued regarding the guidelines that the COA sub-committees were working on. Member Magenis read from the summary of sub-committee policy document that any activities in the lower level should be led by a competent leader. Member Magenis stated direction must be available on that floor. Chairman Steindler stated that instructors should be in charge of their class participants. Executive Director Loring will be drafting a policy for the use of the lower level that she will present at the next meeting for changes and edits. Those recommendations will be then sent to the Town Administrator for comments or changes. Member Smith asked that all COA board members get a copy of the sub-committee policy.

Selectman Hawver asked for clarification that the COA board was not talking about the use of the building, only the managing the space downstairs. Chairman Steindler concurred. Selectman Hawver reported that the use of the building is a town decision not a COA decision. Discussion ensued with Member Harwood asking if the only objection to using the lower level was the use of staff or volunteers constantly checking on the basement. Chairman Steindler said that it's not the only concern, the major concern is the wellbeing and welfare of the people who are in our basement and the responsibilities of the staff on the upper floor. Selectman Hawver interjected that the COA is making the supervision issues harder than it needs to be.

She stated an example that four adults can play cards without someone being deemed the supervisor, she stated that they are not like kindergartners who need supervision. Chairman Steindler answered that it depends on what people's view of liability is and that is the job of the selectmen and the Town Administrator. Chairman Steindler stated that he didn't want the Town to get in trouble should something happen to a visitor to our center.

BUDGET REPORT:

Interim Director Martin only worked on warrants and did not do a bottom line for the budget. Director Loring printed the COA budget and was up to date as of 9/11/17.

INTERIM AND EXECUTIVE DIRECTOR ITEMS:

Interim Director Martin reported that she received approval from the Town Administrator to complete the remaining "punch list" of plumbing and carpentry for the lower level. Frank Clarke will order the materials for the baseboard and counter tops. Mark Bachetti came in to see what sinks needed to be plumbed and to order a new sink. Interim Director Martin also reported on transportation that 25 seniors used the van for 225 rides in the month of August. Interim Director Martin thanked everyone for their help while she was interim director and gave a thank you to Assistant Director Meagher for all her help.

Director Loring started looking into the programs at the center. She has contacted Amy Carpenter with the toddler program at SBRSD. Director Loring will know more by the end of September about the transportation issues regarding the toddlers. The Breath and Movement program has been reinstated and art with Ellen will be every Monday. Two flu clinics have been scheduled for October 6th, 9am-12pm and November 3rd, – 12:30 -4pm. An Octoberfest is scheduled on the third Thursday in October. Discussion ensued regarding the need for volunteers for the flu clinics. Executive Director Loring also mentioned that Ellen Murtagh gave her a detailed list of items she could use for the art space in the lower level.

CHAIRMAN ITEMS:

Chairman Steindler had no items.

FRIENDS ITEMS:

Friends Chair, Claudia Martin reported that the Friends raised \$408 selling owl hats, cookies, bottled water and hosta plants. The Friends are working on their annual Thanksgiving meal on the third Thursday in November.

OTHER COMMENTS:

Assistant Director Meagher asked Chairman Steindler if she could make a comment. Assistant Director Meagher wanted to point out the the COA table at the Sheffield fair had no promotional literature about the COA or the senior center. She apologized that it was off her "radar" and certainly the new Executive Director's "radar" but she was concerned that it was also not thought of by the Friends or the COA board. Assistant Director asked that in the future all three groups look out for one another and make sure that someone remembers to bring literature to events.

Chairman Steindler also wanted to mention that we now have a new van. It has a 12 person capacity or 8 people and three wheelchairs. It's bigger, wider and taller and a much more comfortable ride.

Next meeting: October 10, 2017 at 4:00 p.m.

Dorris Van Deusen moved to adjourn the meeting at 4:32 pm, seconded by Dick Magenis. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:
Minutes, FY18 COA Budget,