

TOWN OF SHEFFIELD
COUNCIL ON AGING
December 12, 2017
SHEFFIELD SENIOR CENTER
3:00 pm

Board Members Present:	David Steindler, Chairman Richard (Dick) Magenis Marion Consaul John Gilligan Dorris Van Deusen David Smith Jr. Michelle Harwood
Board Members Absent	Patricia Hardisty, Vice Chairman
Others Present:	Kathie Loring, Executive Director Madonna Meagher, Assistant Director
Members of the Public:	Rhonda LaBombard, Town Administrator

Chairman Steindler called the meeting to order at 3:00 pm.

APPROVAL OF MINUTES: Richard Magenis moved to approve the October 10, 2017 minutes as presented, seconded by David Smith. The motion was approved by the majority, John Gilligan abstained.

CHANGE IN MEETING TIME: Chairman Steindler followed up on the discussion at the October COA board meeting regarding a different meeting time for the board each month. Chairman Steindler reported that members Magenis and Gilligan cannot make the current 4:00 p.m. meeting. Discussion ensued about best days and times for the entire board to meet. No motion was made but the entire board agreed by voice vote that the next COA board meeting would be January 9th at 6:30 p.m.

LOWER LEVEL USAGE POLICY:

Executive Director Loring reported that the Lower Level Usage Policy was sent to the selectmen for changes and added that dial 9 (to get an outside line) does not have to be pushed before dialing 911 in an emergency. Discussion ensued about the policy. Town Administrator LaBombard reported that the Board of Selectmen reviewed the policy, asked the COA board to review and give feedback and only Michelle Harwood had given suggestions regarding special circumstances for visitors who might not want to use the elevator to go to the lower level. David Smith, Jr. suggested that the COA sub-committee meet to review what the Board of Selectmen drafted. Dick Magenis suggested that the COA board take a few minutes to review the one-page policy right then and agree on any changes. One change was presented by the

board. The final sentence will read: "There will not be a person in charge so any issues shall be reported to the Director or person in charge of the building."

Dick Magenis made a motion to have the lower level recommendations be approved, Michelle Harwood seconded the motion. Motion passed unanimously.

BUDGET REPORT:

Executive Director Loring reported that she would not have a budget report at this meeting. Chairman Steindler asked Town Administrator LaBombard if the town FY17 (fiscal year 2017) had been closed out. Administrator LaBombard stated that it had not been closed out but would be soon as receipts had been closed two weeks prior to the COA meeting. Chairman Steindler was concerned that the COA board could not get any up-to-date revolving account information. Administrator LaBombard stated that the FY17 COA programming revolving account was overdrawn by about \$400. She also stated the transportation revolving account had a positive balance by about \$2000.

Dick Magenis requested a monthly COA accounting statement. Discussion ensued regarding the complexities of having a monthly budget report. Chairman Steindler asked if Dick Magenis would like to make a motion to have monthly reporting. Richard Magenis moved to resume monthly budget reports, seconded by Michelle Harwood. The motion was approved by the majority, David Smith Jr. voted no.

EXECUTIVE DIRECTOR ITEMS:

Director Loring reported several donations to the Center. Director Loring thanked David Smith, Jr. and the Sheffield Kiwanis Club for their generous donation of a defibrillator for the lower level. A presentation of the gift would be at the Selectmen's meeting on December 18th. Director Loring asked if any COA board members could be there for the presentation, David Smith, Jr. and Chairman Steindler agreed to be at the Selectmen's meeting. Director Loring also acknowledged receipt of mulch from Steve Leining for the center's flower beds.

Director Loring mentioned upcoming programs for January and February including a pet safety CPR program and a Berkshire Health Systems series on balance. Director Loring also reported that she met with local COA directors and will be working to form partnerships for senior trips and excursions. Additionally, Director Loring attended a meeting of the Activities Committee at the center and will be working with the committee to implement future programs.

CHAIRMAN ITEMS:

Chairman Steindler thanked the Kiwanis for the lower level defibrillator but asked if anyone knew how to use it. Chairman Steindler suggested offering a training class not only for the senior center staff but for the whole town. David Smith, Jr. thought it a good idea especially with new staff at the center and discussion ensued regarding possible teachers.

MEMBER ITEMS:

Michelle Harwood presented to the board members copies of the Sheffield Council on Aging Policies and Procedures document established in May 1978 and revised several times up until 2010. Michelle Harwood called attention to the sentences “*All meetings shall be conducted in accordance with Roberts’ Rules of Order*” and under section Chairman – “*The Chairman shall: ensure that every member has a copy of M.G.L Chapter 39, Section 23B (Open Meeting Law)*” Michelle Harwood asked for clarification because the document doesn’t say we have to run the COA meetings **by** the OML just that the board members have a copy of it. Michelle Harwood stated that either the Policies and Procedures document is defunct and needs an update or that the board not run meetings by the OML, just read it. Discussion ensued as to whether both the OML and Roberts’ Rules of Order could co-exist. Michelle Harwood wanted clarification on what she believed was a contradiction in the document; that Roberts’ Rules of Order clearly reads that there can be secret ballots and the OML clearly reads that there can be no secret ballots. Chairman Steindler stated that the COA cannot defy Mass General Law. Michelle Harwood requested a Policies and Procedures document for the COA that’s accurate. Discussion ensued regarding revising the document. Chairman Steindler suggested a couple of board members taking on the responsibility. Michelle Harwood suggested that Chairman Steindler create a revised document to review by the board and David Smith, Jr. agreed to work on it with the Chairman.

As a new member to the council, Marion Consaul ask what activities the COA is involved with. She didn’t know about the COA’s presence at the Halloween Trunk or Treat until Selectman David Smith Jr. mentioned it at a Selectman’s meeting. Discussion ensued about the COA having a broader presence in the wider community.

FRIENDS ITEMS:

Michelle Harwood reported that the Friends didn’t have a meeting so there was nothing to report.

Dorris Van Deusen moved to adjourn the meeting at 3:47 pm, seconded by Richard Magenis. The motion carried unanimously.

Respectfully submitted by,

Madonna Meagher
Assistant to the Director

Documents Reviewed:
Minutes, Lower Level Usage Policy, Sheffield COA Policies and Procedures