**Essex Council on Aging Minutes - Draft**

**July 6, 2021 6 pm meeting**.

Type of Meeting: Monthly Board Meeting at the Essex Senior Center

Meeting Facilitator: Kay Joseph

Board Members in Attendance: Dawn Burnham, Dick Denton, Beverly Dolinsky, Priscilla Doucette, Kay Joseph, Susan Lufkin, Ralph Hawley, Susan Parady

Board Members Absent: Millie Hamlen, Diane Polley, Mary Wilhelm

COA Staff in Attendance: Kristen Crockett, Director

Meeting called to order at 6:05

* Secretary’s Report – Minutes approved (8 yes, 0 no)
* Treasurer’s Budget/Rep
	+ No Treasurer’s report this month.  Our fiscal year ended, but Town accounts remain open for year-end reconciliation.
	+ We will be returning $400.00 in salary and $6165.00 in clerical salary.$2000.00 left in building account. Expect to return approximately $14,199.57 in total.
	+ Have purchased two new computers that has decreased the expected returned amount. Transfer from building account will cover this expense.
* Director’s Report
	+ Grant Updates:
		- COA Formula grant: All money has been expended for FY2021
		- OAA Title IIIB Grant: Submitted to Seniorcare for community outreach and legal services but have decided to adjust it to reflect just community outreach. Essex CoA will use Neighborhood Legal Services for the legal aspect.
	+ Facilities
		- Floor is completed under budget. Lower level lobby was replaced with a wood floor. Second floor lobby, stairs and elevators has VLC tile.
	+ Programming and Social Services Update – May statistics are listed below:

**Activity Type Duplicated Unduplicated**

Events 123 94

Meals 312 67

Services 118 65

Volunteers 2 1

Total People Served 555 106

* Exercise class on Wednesday mornings have started. Talking about bringing back yoga in person and perhaps virtually simultaneously this fall.
* Friends of the Essex CoA Ice Cream Social on July 20th from 1-3 and 6-8.
* July 27th at 5 – 6:30 p.m.– John Foley of New England Retirement and Investment will discuss social security and best timing to begin benefits. Includes dinner and will be held at the Essex Council on Aging.
* Friends of the Essex CoA is having a cookout at Tucks Point in Manchester on August 24th.
	+ Transportation
		- Quarterly reports: Waiting on report from Beauport
		- Transition to CATA started July 1. It will be a $2.50 fare one-way. Clients will pay CATA directly but books will be purchased for Essex CoA that clients can pick up and use. We will be asking Friends of the Essex CoA to see if a scholarship fund can be created for clients who cannot afford the fee. Expect a 2 – 3 month transition period of clients getting used to
	+ Other
		- RSVP Contract: Ruth Lindsey, Dawn and Kristin met to review our volunteer program. We partner with RSVP to provide volunteer matching and some assistance with program managements. Essex CoA volunteers will be registered as RSVP volunteers.
		- We are now tracking volunteer and CoA visits. This will help support budget requests documenting services provided.
		- Clerical Position: Kim Williams will be working at the CoA up to 14 hours a week. Time TBD, but we anticipate being able to open some evening hours. She will also support bookkeeping needs.
		- Gift Fund – Essex Police Benevolent Association gifted Essex CoA $500.00 (8 yes, 0 no).
* Strategic Plan
* Simplified mission statement proposed:
	+ *The Mission of Essex Council on Aging is to enhance and promote the quality of life for adults 60 and older in the Essex community*
* Combining original mission statement objectives with focal points developed in Spring Council on Aging SWOT analyses proposed to develop 2020-2025 strategic plan.
	+ Example:
		- Goal 1: Educate the community on the needs of our seniors and their support networks.
			* Objective 1: Expand outreach to Essex citizens
				+ Plans:

Expand newsletter circulation

Develop newsletter and social media community pages

Conduct focus group meetings

* + - Goal 2: Develop programs and services that promote well-being and maintain independence.
			* Objective 1: Expand social, professionally certified programs
				+ Plans
* Objective 2: Expand group recreation, information and education programs

Plans

* Town Strategic Plan Update
	+ - Each goal from 2015-2020’s plan has been updated under headings “Done, Present, Future, and Addition”
		- Key areas have been established to develop goals for 2020-2025’s plan and include:
			* Facilities/Infrastructure
			* Government & Town Service
			* Economic Development
			* Environment
			* Community/Elderly/Human Service
			* Finance/Tax
			* Environment & Youth
			* Zoning
* Dick Denton has been assigned to the Government and Town Services as well as Community/Elderly/Human Services key area task forces.
* Board member volunteer outreach to other boards: Essex CoA board members will ask to become liaisons to other boards and departments in town. The goal is to introduce different professionals, services and boards that support Essex residents. Kristen will identify the town departments and boards and ask board members to volunteer. Departments will include Animal Control, Police and Fire Departments (Dawn Burnham), Housing Authority, DPW (Kay Joseph), Town Clerk (Susan Parady), Board of Health, Library, FIN Com and Treasurer, Veterans Services, School Committee, Select Board, and Assessors departments.
* New Issues:
	+ Programming of door lock for Essex CoA needs adjustment to ensure building is only open with supervision available. Use of the physical key will interrupt the program function of the door lock. Key fobs should be used to open the door. Door alarm should be repaired.
	+ Volunteers are being identified to be at the desk on a regular basis beginning in September.

Next meeting will be in person on August 3rd 2021

Meeting adjourned 7:16 (8 yes, 0 no)

Submitted by Beverly Dolinsky, Secretary