**Essex Council on Aging Minutes**

**December 1st 2020, 6 pm meeting**

Meeting Dial-in Information: To join this meeting log-on to ***zoom.us/join*** or call 1 929 205 6099.  Meeting ID: 968-706-7633  Password: 01929

Type of Meeting: Monthly Board Meeting

Meeting Facilitator: Kay Joseph

Board Members in Attendance: Dawn Burnham, Dick Denton, Beverly Dolinsky, Priscilla Doucette, Ralph Hawley, Kay Joseph, Patricia McGrath, Mary Wilhelm

CoA Staff in Attendance: Kristin Crockett, Director; Tess Leary, Outreach Coordinator

Board Members Absent: Millie Hamlen,

Meeting Called to Order: 6:04

* Secretary’s Report – Minutes approved (8 yes, 0 no)
* Treasurer’s/Budget Reports
	+ Reviewed COA sources of funding and expenses.
		- Salary expenses are approximately 40% expensed with 60% remaining. Clerical position not yet filled so line item is unused. Van staffing line item also unused due to COVID.
		- COA expenses slightly ahead of expected expenses. Most of maintenance budget remains with a portion used to pay for emergency repair of ramp. The new office paid using the CARES act.
		- Kristin is developing Formula Grant Report.
		- Purchase of outdoor equipment to support COA activities, as well as a new computer for clerical worker being considered.
	+ Next year’s budget will be due end of April and early May. Plans for next budget are occurring.
	+ Treasurer report approved (8 yes, 0 no)
* SeniorCare Needs Assessment – SeniorCare has sent out, via mail and online, a needs assessment survey to the nine communities within its domain. The information will help identify the needs within the community and aid in budget planning and grant development. Information used to support grant requests supported by the Older Americans Act and completed every 3 years.
* Director’s Report
	+ COVID-19 Status Report – reduced capacity in building to support MA COVID guidelines.
	+ Food distribution – Friday groceries served 64 households this month including a collaboration with schools (8 families). Grab and go served 36 individuals, 227 meals.
	+ Social services update – Immersed in SHINE counseling as the Medicare Open Enrollment December 7th deadline is approaching. Working to reach out to those worked with in past but have not yet heard from this year.
	+ Transportation update – no update
	+ Facilities update – Clerical office should be completed soon. Ramp has been repaired for $500.00. The ramp will need to be replaced and should be considered in next year’s budget development. Hot water heater was leaking and expansion tank will be installed to resolve issue. The annual elevator inspection is Friday December 11th.
	+ Gift fund – No new donations.
	+ Programming –
		- Holiday party is being planned by Kay, scheduled for December 17th and funded by Friends of the COA. There is a $10 fee. Great enthusiasm by our local restaurants in supporting this. Volunteers to deliver meals needed.
		- Kristin has arranged for a recorded musical performance on December

17th at 5:30 and will post recording on 1623 Studios (https://www.facebook.com/1623Studios/).

* + - Virtual senior center programming being planned as a joint venture across the North shore Council of Aging centers. Agencies are developing telephone party line that are shared across the Cape Ann Senior Centers.
		- May care packages given were very well received. Kristin plans to do the same for December Holiday packages.
* Open Law policies
	+ Reviewed the open law policy rules.
	+ The zoom link, user id and password will be posted on the COA webpage for anyone interested in joining the meeting.
* Bill Policy Review
	+ Reviewed bill policy and supported the existing procedure. (8 yes, 0 no)
* Staff Pay Rate Review
	+ Board discussed recommending a pay raise for CoA Outreach coordinator given increased responsibilities as a certified SHINE counselor as well as significant increase in citizens served. Advisory board will investigate pay range of CoA Outreach Coordinator across community and explore updating job description in preparing for budget planning.
* Additional Board Member Responsibilities
	+ Priscilla will do thank you notes.
	+ Beverly will update website (calendar)
	+ Dick will support facilities and strategic planning committee
	+ Dawn volunteered to attend board of selectman meetings
	+ Ralph volunteered to pick up the newsletter in Lawrence.
	+ Other areas assistance needed:
		- Quarterly report for selectman
		- Virtual senior center programming/real programming once COVID open. A programming subcommittee discussed.
		- Development of a catalog of building information/phone numbers.
* New board member election – Congratulations to Susan Lufkin to being elected to join the Essex CoA board (8 yes, 0 no).
* New Issues
* Two Minutes Public Comment
* Meeting adjourned 7:25. (7 yes, 0 no)