**Essex Council on Aging**

**COA Board Meeting** September 8, 2020

Zoom Link: Meeting ID: 968-706-7633  Password: 01929

**Board Members Present:** Beverly Dolinsky, Michelle French, Kay Joseph,

Dick Denton, Patricia McGrath, Priscilla Doucette,

**Director, Outreach Coordinator Present**: Kristin Crockett, Tess Leary

**Board Members Absent:** Millie Hamlen, Ralph Hawley, Mary Wilhelm

Pamela, Town

**Richard, Beverly and Michelle sworn in by Pamela, town clerk.**

**Meeting called to order:** 6:30 pm

**Secretary’s Report:** Approval postponed to October

**Treasurer’s Report**:

Kirsten reviewed the 8/1/20 to 8/31/20 Budget:

* Reviewed August expenses and balance remaining for the 20-21 year.
* In the October meeting, the board will review the terminology used in the budget with Ginnie Antell, Town Accountant.
* Board recommended discussing expected monthly distributions within budget in future meetings.
* Transportation expenses will now be expended on a quarterly basis.
* Two months into budget, have 94% of funds remaining.
* Reviewed current gift fund. The amount of deposits to gift fund this year will be reviewed at the October meeting.
* Gift fund deposit of $100 was approved. 6 – yes, 0 - no

**Budget Report:** Budget report approved. 6 – yes, 0 - no

**Director’s Report:**

Food Distribution:

* Significant increase in meal distributions since covid.
* Open Door and Acord are offering food distribution in Essex weekly. In addition fresh produce is being offered. 50 bags funded for Essex via senior care coupons with an additional 25 bags using the gift fund. We have the highest level of distributions on the north shore. Hoping to continue these services post pandemic.
* Meat program is continuing and supporting many multi-generational families.

Facilities:

* No unexpected maintenance costs this past month.
* Obtaining quotes to support RFP bid to replace flooring. Bids are coming slightly under budget. This will help cover any unexpected expenses that may be identified during repairs. Goal is to glue new flooring down and avoid floating floor over lose tiles.
* Reception area and bathroom renovation will be a nominal expense.

Programming:

* 593 events, 2535 meals, 623 services and 32 volunteers have participated since January 1, 2020.
* Majority of services is still primarily via phone given covid restrictions. Have reached 301 Essex residences with 3783 contacts with those individuals.
* How service hours are registered in data needs to be improved to reflect actual time involved.
* The list of services provided was reviewed.
* Kristen expects a significant increase in SHINE health insurance consultation beginning in October when open enrollment begins. Notifying residents of SHINE consultation via mail was recommended.
* Men’s breakfast will occur at Centennial Grove Monday the 14th. A tent will be set up in the back parking lot for this Monday’s meeting. Tent expense is being paid by covid funds. Kristen is finding suitable outside furniture. Will try to brainstorm additional uses for this space to support social. A number of regulations are associated with tent use including jersey barriers. At request of board, Kirsten will look into potential liability if tent damaged due to a hurricane.
* A variety of mobile services are being planned (eye exam bus, dental service, barber shop, podiatrist, hearing).
* Social services are on an as needed in person basis.

Transportation: No update as of time of meeting.

**Open issues:**

* Need to set up covid policies when clients come into senior center (temperature screening, symptom checklist, etc). Creating a client covid waiver will also be considered. Erin Kirchner (Town Board of Health Administrator) will be consulted on this. Topic will be discussed in October.

**New Issues:** There were no new issues.

**Meeting adjourn:** 7:40

Minutes submitted by Beverly Dolinsky, Secretary