



## ***Council on Aging***

May 15, 2014 – 9:00 AM - **Minutes**  
181 Hillman Street, Building 9

**\*\*View Agenda\*\***

### **Board Members Present:**

Bruce Duarte, Chair  
Patricia Costa, Vice Chair  
Inez Mello  
Stanley Ocies  
James Sylvia  
Esperanza Alejandro-Berube  
Joan Swain  
Jane Stott

### **Also Present:**

Debra Lee, COA Director

### **Excused:**

Virginia Morrison, Secretary  
Mary Sullivan

**The meeting was called to order at 9:00 AM by the Chairman, Bruce Duarte**

### **Secretary's Report**

Mr. Duarte asked the board members to read over the minutes from both March 13<sup>th</sup>, and April 10<sup>th</sup> to see if there were any questions, concerns, additions, and or deletions.

**A motion to approve the minutes for March 13<sup>th</sup>, and April 10<sup>th</sup> meetings was made by Ms. Stott and seconded by James Sylvia. The motion was unanimously approved.**

### **Old Business**

Mr. Duarte asked how the electronic tracking system plans are going. Ms. Lee reported that the money being moved has been approved by the City Council. She also reported that there is a great deal of work to be done upfront with data entry and that the 1<sup>st</sup> of July is what we are aiming for in terms of a start date for the system. Mr. Duarte asked if the board members could be notified when it is up and running so that they can go by and see the system in action.

**Mr. Duarte asked for a motion to accept the Old Business as reported, it was made by Joan Swain and seconded by James Sylvia, the motion was then unanimously approved.**

### **New Business**

SHINE training was discussed under new business. Ms. Lee explained that she took the training last year in an effort to understand what the staff people who provide this service are responsible for. Due to staffing changes she reported that she became the sole SHINE person here at the Council on Aging. A new SHINE training began in May of this year and there are three people currently taking the training, in order to be more of a resource for the next open enrollment. Ms. Amaral-Lema and the Director will serve as back-up and the other two staff will serve as the main resource. Ms. Lee went on to explain to the Board what it is that the SHINE staff do. Mr. Sylvia asked about where the seniors go to access this service and it was explained that the service is offered here at Hillman Street. Mr. Duarte asked whether this location is an inconvenience to people at the

further ends of the city, i.e. Hazelwood and or Brooklawn. Ms Lee explained that people are very appreciative of the service for the most part and that most of the centers are not set up to offer people the privacy that is necessary to provide this help. Here at Hillman we have the ability with the way the facility is set up. Mr. Duarte asked how many Seniors utilize this service, that do not utilize our Senior Centers. Ms. Lee reported that the numbers were probably close to 50%. Ms. Lee also reported that this is a great opportunity to let people know what is available at the different centers, and we use this time to do that as well. She reported that Senior Scope, The Standard Times, Coastline, Word of Mouth, and flyers at the centers help to get the word out. Prior to open enrollment this year the Director will go on WBSM to spread the word about the service.

Friends of The Elderly – Ms. Lee reached out again to Mr. Ostiguy to find out about the funds that were left in the Friends of the Elderly account. Ms. Lee became aware of these funds after being informed by Ms. Costa via email. Mr. Ostiguy did not return Ms. Lee's phone calls. The board decided to have a registered letter sent to Mr. Ostiguy regarding the monies that were left in the account for the Friends of the Elderly.

**Motion was made to send a registered letter asking Mr. Ostiguy to ask if we can have the books back to the board for the friends of the elderly, or have him come to the next meeting.**

**Motion moved by James Sylvia, seconded by Joan Swain, there were no questions on the floor and the motion was passed unanimously.**

### **Chairman's Report- Mr. Duarte**

Mr. Duarte asked about copies of the approved budget, but was informed that it is not yet ready. He asked that the current budget be sent to the board so that they can compare the old budget to the new budget.

**A motion was made to send the copies of the current budget to all of the board members by Ms Costa and seconded by Ms. Swain. There was no discussion and the motion passed unanimously.**

Mr. Duarte then asked about the EOEA incentive grant wanting to know how many seniors have we helped with this grant. Ms. Lee explained that this is a \$3,000 grant. It was explained that we have purchased a storage unit because a great deal of time people have to move and there is not enough time for them to sort through and disperse what things they would like to disperse. A great deal of discussion ensued about the cost of this and the moving expenses that go along with it. Ms. Lee also explained that the money is used to fund training for hoarding which is a huge issue with this population. They were also very concerned about liability in terms of us storing their belongings but were assured that those that are part of the fresh start program sign a release when they first are brought on. It was also explained that because this grant is given in January and needs to be spent down prior to the end of the fiscal year or it goes back. It's a fund that there is generally not a great deal of time to work with and it's not monies that can be rolled over and saved. The people who are helped are part of a referral process and part of the outreach process. It is much needed money that is serving a great cause, not only helping with resettlement but also aiding our veterans and their families through the development of support groups. The monies help to provide the education and training for staff as well as fund things like refreshments for a welcoming environment.

Mr. Duarte asked how things were going with the funds from the ARAW. He asked if there was criteria that has to be followed in order to help someone. It was explained by Ms. Lee that this is a discretionary fund and we are given the opportunity through this fund to help those in need. This fund has to be women in need. When through the process of outreach we discover someone who is in need of help, we offer them help through Market Basket cards. If we find someone through the outreach process that meets the income criteria for ARAW, we will refer them to ARAW as they have other programs that will assist these female elders with ongoing assistance. Ms. Lee also explained our necessities grant that was given to us to help people in immediate need. Ms. Lee also explained that we have helped many people with the payment of oil bills. The necessities grant does not help with construction projects due to liability.

Mr. Duarte asked about the programs that are happening at Hillman Street to offer them support. He asked how people are being made aware of what is happening here at Hillman Street. Ms. Lee explained that a great deal of the help that people get is through the referral process. Also of the programming here at Hillman Street is support programming and it is advertised through Senior Scope, the different Senior Centers, referrals, word of mouth, advertising via WBSM and by our attending community meetings within the city. Ms. Lee talked about the article in the Senior Scope titled 'Seniors Seeking Seniors.' This is a program that was asked for by a senior, it's a group where people can find support among their group that is facilitated by people here at the Hillman Street Support Center. The biggest part of what we are doing here at the Support Center is outreach. It is through the outreach program and the filing of Mass Health Applications that we find people who are in need. Ms. Lee also explained about the computer instruction that people are being given. The class will begin again in July,

Mr. Duarte explained that he is very pleased that we have opened our center to veterans as they have done a great deal for us, it's only right that we should give back. Ms. Lee after being asked explained what PTSD is and how it affects the veterans as well as their families. It was explained that there is a representative here on Tuesdays that can help the veterans to wade through the paperwork in order to help them receive benefits they justly deserve. Ms. Lee also explained about the 'agent orange' group that was meeting here on Saturday's. The group has not taken off here at this location, but it is still happening and we are still looking to help with the process.

Mr. Duarte stated that he is so happy and pleased to have Ms. Lee and Ms. Amaral-Lema because they reached out to a woman, took her to her appointment and they continue to keep in touch with her as she nears a time that she is going to have to have brain surgery. Mr. Duarte stated that this is what we are all about.

Motion to approve the Chairman's report was made by Ms. Costa, and it was seconded by James Sylvia. It was unanimously supported and approved.

### **Director's Report- Ms. Lee**

Ms. Lee did report that there is a Health Fair at Buttonwood Senior Center on the 4<sup>th</sup> of June from 11-2.

Country in the City our big summer event to be held at Fort Taber was announced, it will be held on June 20<sup>th</sup>, from 12 – 3.

Ms. Lee also reported that the volunteer luncheon will be held at the Wamsutta Club on June 27<sup>th</sup> from 11:30 – 2:30. All Board members are welcome and encouraged to attend.

Transportation was discussed and the cost of the appointment booking versus what it is costing us to proving these services. The Board asked Ms. Lee to provide a detailed report next month that would be worked on offsetting the wages alone.

**A motion was made to accept the Director's Report by Joan Swain, it was seconded by James Sylvia, it was unanimously supported and approved.**

### **Director of Community Services Report- Ms. Wallquist**

**Mr. Duarte let the Board know that the Director of Community services report was included in their packet and then entertained a motion to adjourn. It was moved by Pat Costa and seconded by Joan Swain, it was unanimously supported and approved.**