



Council on Aging

July 10, 2014 – 9:00 AM - **Minutes**
181 Hillman Street, Building 9

Board Members Present:

Bruce Duarte, Chair
Inez Mello
Stanley Ociesa
Jane Stott
Joan Swain
James Sylvia

Also Present:

Debra Lee, COA Director
Cynthia Wallquist, Community Services Director
Pamela Amaral-Lema, COA Administrative Specialist

Excused:

Patricia Costa, Vice-Chair
Virginia Morrison, Secretary
Esperanza Alejandro-Berube
Mary Sullivan

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

Secretary's Report

Mr. Duarte asked board members to read over the minutes and see if there were any objections, questions, comments or concerns from the minutes they received, and there were none.

A motion to approve the minutes from June 12, 2014 meeting was made by Mr. Sylvia and seconded by Ms. Stott.

Old Business

Electronic Tracking System- Mr. Duarte asked how the process of the electronic tracking system was going and Ms. Lee stated she and Ms. Amaral-Lema have inputted most of the seniors' registration information and senior center programming. Ms. Lee and Ms. Amaral-Lema have been trained on the new system and are please with the new technology to be added to the Council on Aging. Ms. Lee believes the system will keep information accurate regarding the number of seniors attending events and also seniors will now be able to view the upcoming events on the touch screen. Ms. Lee hopes to have the system ready for the senior centers by September 1, 2014. Ms. Lee asked the board members to fill out the registration forms so the board members can be placed into the system and log in their volunteer hours.

Country in the City- Mr. Duarte said he heard the event was a success. Seniors have voiced they contentment to have another similar event. The event had the Meadow-Larks Combo as entertainment, Coastline Elderly Services, Inc. provided the lunch and there were many drawings for great prizes. There were 144 seniors in attendance for this event.

Volunteer Recognition Luncheon- Mr. Duarte asked Ms. Lee how the event was. Ms. Lee stated the seniors enjoyed the ambiance of the Wamsutta Club and stated it was a nice change from previous venues. There were 30 volunteers in attendance. Also, there was entertainment by "Ray-J".

Increase in Mileage- Mr. Duarte asked Ms. Lee about the progress of the possible increase in van fares. Ms. Lee stated the next step would be to have a motion from the board to send a letter to Mayor Mitchell for the request.

A motion to send a letter to Mayor Mitchell regarding the increase in fares was made by Mr. Sylvia and seconded by Ms. Swain.

New Business

Air Conditioning- Mr. Duarte stated he felt the extreme heat when he walked into the office. Ms. Lee stated she has contacted Mr. Blanchard regarding the need of air conditioning. Since the FY15 has begun there should be funding to place air conditioning to the renovated portion of the COA.

SRTA Demand Response Vehicle- Ms. Lee stated she has been in contact with Mr. Rosseau from SRTA regarding a response vehicle. SRTA takes vehicles off the road once the vehicle reaches certain mileage. Ms. Lee stated there may be a possibility of receiving a demand response vehicle from SRTA.

Chairperson's Report- Bruce Duarte, Sr.

Mr. Duarte asked Ms. Lee if she has enough assistance for transferring all of the information into the new electronic tracking system. Ms. Lee stated she and Ms. Amaral-Lema have been busy placing the information into the system, but are about 70% finished with inputting the information.

Mr. Duarte asked about the Alzheimer's support groups. Ms. Lee stated she, Ms. Amaral-Lema, and the outreach worker will be attending the training so they can facilitate a support group for caregivers and seniors who have Alzheimer's disease. Mr. Duarte stated the need and importance of having the knowledge and patience to assist seniors who are suffering from dementia and also the importance to help caregivers. Mr. Duarte asked Ms. Lee if the coordinators will attend this training session and Ms. Lee stated they will have training from Coastline Elderly Services, Inc. Ms. Lee stated the Council on Aging and Coastline Elderly Services, Inc. have a great relationship and each agency refers seniors to one another.

Mr. Duarte inquired about the success of Dog Tags Veteran Services. Ms. Lee stated they have a nurse coming in every Tuesday to help educate veterans on different benefits they may be entitled to receive.

Mr. Duarte asked Ms. Lee about A.R.A.W. meeting. Ms. Lee stated Ms. Randall is very pleased with the progress the COA has made in the past year and a half. Also, Ms. Randall asked Ms. Lee what other areas of need she has noticed among senior women. Ms. Lee is optimistic of the possibility of A.R.A.W continuing to aide local senior woman and the probability of gaining more assistance is positive.

Mr. Duarte asked Ms. Lee how the Title III annual review was and Ms. Lee informed the board members that all the materials requested were given and we passed with flying colors. Mr. Duarte asked Ms. Lee who pays for van insurance and Ms. Lee stated the law department covers that cost.

Mr. Duarte asked Ms. Lee about the CDBG funding and stated the COA was level funded. Ms. Lee made note of a staff change. Ms. Coelho has moved to the Downtown senior center from Hillman St. Administrative offices.

Ms. Wallquist stated the senior activities line helps fund the instructors at the senior centers. Ms. Wallquist stated the state funding through Executive Offices of Elder Affairs is due August 12, 2014.

A motion for approval of the Chairperson's report by Mr. Ociesa and seconded by Ms.Mello.

Director's Report- Debra Lee

Ms. Lee stated the Country in the City was a success. Seniors enjoyed the entertainment and theme of the event and are hoping for a Country in the City 2.

Ms. Lee stated Ms. Morad attended the volunteer recognition luncheon and thanked the volunteers for their hard work and dedication to the seniors of New Bedford.

Ms. Lee informed the board she is now recertified as a CPR instructor. Ms. Lee will train the COA staff in CPR.

Ms. Lee spoke about the coordinators coming on a monthly basis to inform the board about the daily on goings and programming at each of their centers, this will resume in September due to vacations and time off.

Motion to approve Ms. Lee's report was made by Ms. Swain and seconded by Mr. Sylvia. It was unanimously approved.

Director of Community Services- Cynthia Wallquist

Ms. Wallquist stated the COA was level funded from CDBG grant. Ms. Wallquist made note of a staff change. Ms. Coelho has moved to the Downtown senior center from Hillman St. Administrative offices, but will still perform her activity liaison duties. Ms. Duarte and Ms. Grant have been reduced to 20 hours each and now share in responsibilities of the Hazelwood senior center. Ms. Duarte fills in at the other senior centers when a staff member is on vacation or is out sick.

Ms. Wallquist stated the senior activities line helps fund the instructors at the senior centers. Ms. Wallquist stated the state funding through Executive Offices of Elder Affairs is due August 12th, 2014.

Correspondence

The next Board of Directors meeting will be on Thursday, August 14, 2014 at 9:00 am.

There was a motion to adjourn made by Ms. Swain and seconded by Mr. Ociesa Meeting was adjourned at 10:28AM.