

**BILLERICA COUNCIL ON AGING (BCOA)
BOARD MEETING MINUTES**

WEDNESDAY, JANUARY 10, 2018

BOARD MEMBERS PRESENT/EXCUSED

Barbara Flaherty, Chair
Joan DiOrio, 1st Vice-Chair
Mary Riley, 2nd Vice-Chair
Lucille MacKinnon, Secretary, **Excused**
Dorothy Grossman
Grace Gullotti
Marilyn Keating

ALTERNATE MEMBERS PRESENT/EXCUSED

Joseph Duggan
John Pellegrino, **Excused**
Stephen Strykowski

SELECTMEN PRESENT/EXCUSED

Kim Conway, **Excused**
George Simolaris, **Excused**

Called to Order:

- The meeting was called to order at 9:35 a.m. by Chair Barbara Flaherty.
- A moment of silence was observed.

Review of the Minutes of the Last Meeting:

The minutes were previously mailed to all Board Members for their review.

Motion Pertaining to the Minutes:

Dorothy Grossman made a motion to accept the minutes, seconded by 1st Vice-Chair Joan DiOrio, the minutes were approved unanimously.

Correspondence and Reports:

Director's Report: Review of Report with Discussion

BCOA Director Jean Bushnell highlighted information from her report to the Board. Director Jean Bushnell described her 2018 emphasis on three (3) Ps.

- Productivity: Optimizing impact and continuing to focus on actions that support the life quality of local seniors in a highly collaborative manner, both internally and externally.
- Professionalism: Training to ensure that the leadership team continues to grow in every possible manner of being a professional especially in communications.
- Planning: Knowing that about 80% of what we need to accomplish in a given year is known as the year starts.

Health & Wellness Programs:

Tax Work Off Programs:

The Senior and Veterans' Tax Work-Off Programs will end on February 28th. Both programs are currently full with 105 participants, 90 seniors and 15 veterans.

Respite Program:

An increase in the number of male Respite program clients has led to the need to hire another male Respite Companion.

**BILLERICA COUNCIL ON AGING (BCOA)
BOARD MEETING MINUTES**

WEDNESDAY, JANUARY 10, 2018

Fitness Room:

A new piece of fitness equipment will be installed this month; a SCI-FIT Latitude Stability Trainer. This machine aids in fall prevention, and will take the place of the Diamondback 960SR in the Fitness Room.

Memory Café:

As a result of a falloff in attendance, the Memory Café has been put on hold during the winter months. The next Memory Café will take place in April and will continue to be hosted at the Billerica Public Library.

SHINE:

Both of the BCOA's SHINE counselors have been kept busy with weekly appointments to meet the heavy demand.

Dementia Friendly Billerica:

Dementia Friendly Billerica now has six (6) sponsors: Circle Health, BrightView Senior Living Concord River, Right at Home, Billerica COA, Friends of the Billerica COA, and the Billerica Health & Wellness Fair. In 2018, they will begin implementing sector training plans in the faith community, banking and real estate, first responders and skilled nursing, assisted living and urgent care centers.

On Monday, December 4th, the Leadership Team for Dementia Friendly Billerica celebrated its accomplishments toward fostering dementia awareness in the Billerica community at the BCOA. The meeting was a well-attended review of this year's progress.

Life Quality Activities and Volunteer Management

Director Jean Bushnell reviewed activities from the very busy months of November and December. Highlights:

- Colleen Sgroi's Watercolor Paint six (6) week series has been well received and will be repeated.
- New Saturday Yoga program is attracting four to six (4 – 6) people each week.
- Social activities, such as Bandstand and Bingo, remain very popular.
- Holiday Bazaar in late November was a success with over twenty-five (25) vendors and seventy-five (75) guests doing their holiday shopping.
- Cabot Luncheon tickets were in very high demand this year. One hundred and ten seniors (110) were in attendance however there were thirty (30) more seniors who we were unable to accommodate. Director Jean Bushnell would like to investigate holding the event offsite in 2018 which will mean seeking additional funding.
- Free Friday Flicks have not yet proven to be as popular as hoped and will likely be cancelled.
- The annual Christmas Day Luncheon, hosted by Temple Shalom Emeth, was cancelled due to the Christmas snowstorm.

Nutritional Programs

Director Jean Bushnell reported on the meal program statistics. The Friday Breakfasts continue to draw up to one hundred and fifty (150) participants each month. Congregate lunch remains a challenge as only an average of ten (10) people participate on a daily basis. Jean continues to work with Elder Services of Merrimack Valley (ESMV) to seek ways to improve the quality of the food.

Outreach and Community Transportation

Home Fire Safety Program Expansion:

On December 12th Captain Paskiewicz and FF Joe Bukoiemski, who is also a licensed electrician, visited a senior's home and replaced three (3) hardwired smoke alarms and two (2) CO alarms. Joe donated his electrical services in

**BILLERICA COUNCIL ON AGING (BCOA)
BOARD MEETING MINUTES**

WEDNESDAY, JANUARY 10, 2018

order to replace the hardwired alarms. Two groups consisting of an Outreach Worker and a FF also visited eight (8) homes to replace battery smoke alarms and CO alarms.

Transportation:

The department continues to grow. In December of 2016 the van provided 555 trips and 57 medical trips. In December of 2017 the van provided 594 trips and a total of 64 medical volunteer trips. The van is essential to help provide more opportunities for seniors to remain active in the community. Every new van rider is required to have a home visit by one of the Outreach Assistant prior to taking a ride. During the visit Outreach also assesses the needs for added services to foster aging in place.

Director Jean Bushnell thanked Alternate Board Member Stephen Strykowski for his advocacy and assistance in the BCOA acquiring its third van in November.

Systems and Administration

Lighting System Upgrade:

The much awaited lighting upgrade to the entire senior center building is scheduled to take place in the next two months. The project will replace all existing lighting with new energy efficient fixtures and provide significant savings over time.

Kitchen Appliance Upgrade:

The BCOA will be replacing our existing commercial refrigerator and freezer in the next several months with larger units. The new commercial appliances will be relocated to a larger space in the kitchen.

Motion Pertaining to Director's Report

Dorothy Grossman made a motion to accept the Director's Report, seconded by Mary Riley, approved unanimously.

Board Topics:

Strategic Planning Process:

Chair Barbara Flaherty discussed the progress of the strategic planning effort. All SOAR focus groups have been completed. As a final step in the information gathering process a brief survey will be mailed to about one hundred and eighty (180) randomly selected patrons who have not previously participated in a SOAR focus group session. Those survey responses will be due back to the BCOA in late January.

Other:

Scholarship Association Trivia Night:

The BCOA is looking for four (4) individuals willing to be a team at the upcoming Scholarship Association's Trivia Night on February 9th. Anyone interested can contact Director Jean Bushnell.

February Meeting:

Several Board Members, including Board Chair Barbara Flaherty, will be away on the scheduled date for the February Board meeting. The Board discussed cancelling the February meeting due to the anticipated absences.

Motion Pertaining to February Board Meeting

1st Vice-Chair Joan DiOrio made a motion to cancel the February Board Meeting, seconded by Mary Riley, approved unanimously.

BILLERICA COUNCIL ON AGING (BCOA)
BOARD MEETING MINUTES **WEDNESDAY, JANUARY 10, 2018**

Next Meeting Date: March 14, 2018

Adjournment/Closing:

Motion made by Dorothy Grossman, seconded by Mary Riley, approved unanimously at 10:20 a.m.

Respectfully Submitted, Lucille MacKinnon
Secretary