

COA Board Meeting Minutes
November 9, 2023
9:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Carol Maloof, Anne-Marie Gagnon, Andrew Lizardi, Lisa Kirby

- The **minutes of the October 18th** meeting were accepted.
- Carol Maloof was introduced as the **newest member of the COA Board**. Carol has lived in Millis for about 1 year and resides at the Regency at Glen Ellen. Carol's work experience in Social Security and Medicare are a great benefit to the Millis senior community. The board now has a full complement of 7 members. Carol has let the Glen community know she is on the COA Board and can represent their interests.
- The **sub-committee membership** has been updated to include Carol:

	Transportation	Programming	Communications
Chair	Bert	Joyce	Elizabeth
Member	Bill	Meredith	Helen
Member	Elizabeth	Carol	Carol

- Lisa Kirby was introduced to the board as the newest member of the Senior Center staff. Lisa is taking on the role of **Coordinator of Senior Services and Outreach**. Lisa has extensive work experience in municipal governance and is excited to take on outreach. The Senior Center now has two full-time employees (in addition to a part-time department assistant and part-time dispatch coordinator). The additional staff gives the center the opportunity to start adding more programming, targeting the afternoons for additional activities.
- The COA Board would like to set-up a quarterly schedule with the **Friends of the COA** to share the funds they are taking in, and what programs they are supporting. We are going to look to our December meeting to begin that process.
- The **Formula Grant** from the State (\$14 per senior based on the 2020 census) is expected in March. We are expecting approximately \$31K. This money can be used for anything that benefits the seniors in town. The funds from this grant can roll-over year to year.
- We discussed setting up a **regular transportation event from senior housing to the Center** – targeting once a month. We think coincident with Bingo is a good idea and would look to one of the Thursdays the bus does not go to Market Basket.
- Carol mentioned some residents of the Glen might be interested in becoming drivers. Once we get the **new driver position posted**, she can communicate the opening to the Glen community. There is required up-front and on-going training involved in being a driver.
- The programming sub-committee is going to discuss various **craft programs**. One group may be limited to what is distributed to Meals on Wheels recipients, and a larger group may take on a wider range of projects. No group will be exclusionary, but each group could have a different focus. It's important that group names are welcoming to everyone.
- The programming sub-committee is going to explore a **"Welcome to Millis"** event for new Seniors in town. There are new Seniors moving into Millis often, and a welcoming event on some type of schedule would introduce those folks to the Senior Center, and hopefully get them engaged in the Center.

- The communications sub-committee is going to record the **Norfolk County Sheriff program** in December. We are going to look to put at least one recording a month on Social Media from the Senior Center.
- James Arena Derosa will have **office hours** in Millis on December 5th.
- The Police and Fire Departments will host a **Holiday Lunch** on December 19th in the gym. The craft group will decorate a Winter Wonderland.
- Anne-Marie is applying for two **grant opportunities** through Mass COA. One grant is for **modernization** and the other is for **Age and Dementia Friendly Capability**.
- Both grants have about a two week turn-around time for a decision from Mass COA on funding.

Action Items:

Anne-Marie – discuss at Friends meeting presenting financials at the December COA Board Meeting

Andrew – add unfulfilled rides to the transportation report

Andrew – check the cash box with the Candy's Corner receipts and make sure it's noted as being owned by the Friends of the COA

Anne-Marie – check on combining the Gift Fund, Respite Fund, and Medical Assistance Fund.

Next Meeting – December 14, 9:00 AM.