



TOWN OF WAKEFIELD

COUNCIL ON AGING

Council on Aging Board Meeting Minutes

Via Zoom

Date: March 13, 2024

Call to order: 6:34 p.m.

Present: Julie Brown, Karen Burke, Christina Della Croce, Maureen Hickey, Susan Jepson, Jim Morin, Sherri Oken

Absent: Joanna Scouler, Bob Vincent

Public: Cathy Fleurant

Director

Karen Burke

Board Members

Julie Brown

Christine Della Croce

Maureen Hickey

Susan Jepson

Jim Morin

Sherri Oken

Joanne Scouler

Town Council Liaison

Bob Vincent

Call to order 6:33 p.m.

Initially, no public present.

- I. Approval of past minutes
 - A. Jim motioned to accept the minutes of the Feb. 14, 2024, COA Board meeting; Julie seconded.
 - B. Discussion and Modifications
 1. 3c caretaking from Home Instead combine with i or leave it out (second option preferred)
 2. Hickey is spelled with an e.
 - C. All voted in favor of accepting the minutes with the above modifications.
- II. Financial reports
 - Karen indicated that we are on track for salary and other spending.
 - We will vote next month since the report was distributed late.
- III. Director's report
 - A. Staffing
 1. The Town Council approved eliminating the part-time activities director position and funding a full-time activities director position.
 2. Our current employee does not want to become full-time so the position will be advertised.
 - B. Programs
 1. 1518 participants in the Center's programs
 2. Transportation: 174 rides
 3. There has been a lot of interest in the MBTA overlay program with over forty signed up already.
 4. The cooking classes, limited to ten people, are a huge success.
The chef volunteered to offer more classes for free even after grant is all used.
 5. St. Patrick's Day event
 - a. To date, sixty-three signed up for Friday 3/15/24 St. Patrick's event.



- b. Maureen Howlett will entertain and stream music; Sherri will help serve.
 - c. Shepherd's Pie has been donated by Brightview.
 - d. The stereo has been fixed by IT who also will install Bluetooth.
- C. Susan motioned to accept the Director's report, Maureen seconded, and all voted in favor.

IV. Orientation Draft Discussion

- A. It is a fluid document.
The links are active and more will be added.
- B. Implementation
 - 1. The plan is to meet with new Board members to discuss the document.
 - 2. Suggestion: All ongoing/current Board members should have the opportunity to provide the orientation discussion with new Board members as a review for themselves.

V. ByLaws

- A. The Town Counsel has vetted our draft.
 - 1. Counsel suggested eliminating the mention of required two terms limit to keep wording relevant to Housing Authority designee's term.
 - 2. We discussed the pros and cons of term limits.
The Town Council reviews all applicant packets and decides who will serve, a safeguard against others not having the opportunity to serve.

Public Comment

Jim made a motion to pause the meeting for public comment; Julie seconded, and all voted in favor.

A member of the public noted that if a staff member from the local housing authority becomes a permanent member of the COA, they could have a conflict of interest. They would be "serving two masters," one who is their employer.

- B. Bylaws Discussion resumed
 - 1. All agreed with language change relative to Article V-Staff
Who are the employees of the Council on Aging is already clarified under Article I.
 - 2. Susan made a motion to accept the bylaws with revisions suggested by Town Counsel; Sherri seconded; Susan, Sherri, Jim, Julie, and Christina voted in favor; Maureen Hickey abstained. The motion passed with one abstention.

VI. Table Item

Seniors who come to the senior center seeking assistance on obtaining or trying to hold on to housing in Wakefield.

Motion to adjourn made and approved at 7:30 p.m.

Minutes respectfully submitted by Sherri Oken