



TOWN OF WAKEFIELD

COUNCIL ON AGING

Council on Aging Board Meeting Minutes

Via Zoom
Date: May 10, 2023

Director
Karen Burke
Board Members
Julie Brown
Christine Della Croce
Maureen Hickey
Susan Jepson
Jim Morin
Sherri Oken
Joanne Scouler
Town Council Liaison
Mike McClane

1. Call to Order

Meeting called to order at 6:35 pm by Susan Jepson
Members in attendance: Karen Burke, Susan Jepson,
Christina Della Croce, Julie Brown, Jim Morin, Sherri Oken, Joanne Scouler ,

2. Public Comment

No members of public in attendance

3. Welcome and Introductions of new members and current Board Members - Julie Brown and Jim Morin attending their first Board meeting and happily welcomed. Sherri Oken attending only her second board meeting.

4. Approval of Minutes

Review of minutes from April 2023, meeting. Motion by Sherri Oken to accept minutes, seconded by Christine Della Croce; all in favor and minutes accepted.

5. Financial Report

- Finances are on track for spending no unusual issues.
- Slight increase in budget for FY2024; additional driving hours and increase in food budget, as well as salaries.

Financial Report accepted: Motion by Christine Della Croce to accept; second by Jim Morin. All in favor, approved.

Karen was asked to identify staffing – herself, full time; part time program coordinator; part time admin who is also part time for Veteran’s services; part time outreach social worker who also works for the Housing Authority. 2 drivers currently, part time.

Jim asked how Senior Center was funded. Karen responded primarily through town and money from State thru Formula Grant. State gives \$14.00 for each town resident 60 and over.

6. Director’s Report on Activities

- Offerings growing by the week and attendance is increasing. Expect summer attendance to drop a bit because of the time of year.
- Tax Aides finished up in April – each of 3 people took 4 appts. a week providing tax filing help to a lot of people.
- LEO/Fuel Assistance volunteers have also been on site helping people apply for heating help. We asked for a breakdown of 60 plus clients that were assisted. Good Neighbor Fund applications being taken until end of June.
- Lunch in two weeks, 5/24/2023, sponsored by Brothers. Karen asked for volunteers.
- Upcoming activities include an evening event, “Countdown to 65,” an info session on planning for retirement/health care, sponsored by BC/BS



- Walk Fit program begins in May – 8 week program from the Moulton Park. 21 people have signed up for the full program. Leader will also do demonstration later in spring for those that can't participate in the full 8 week program and want to learn how to use the equipment in the park.
- Physical space for all of the programming has become a challenge at times, but compromise and good attitudes are solving problems that arise.
- Art Show scheduled for June has been postponed to September.
- Now have two SHINE counselors in person on site.

7. Age Friendly Action Plan Review

- Susan Jepson to distribute the spread sheet that Christina and Karen presented in January. It captures the Age Friendly priorities, activities, initiatives, partnerships/collaborations, monitoring COA and what the Senior Center can and is doing.
- Discussed the integration of Age Friendly with Master Plan for town. Our liaison to the Town Council, Mike McLane, is being asked to come next month to our COA meeting to discuss.
- Sherri Oken commented on some improvements she has seen around town in walking safety – signs, lights, etc.

8. By Laws and Handbook

- COA bylaws have been distributed and will be sent again, as not all members had a chance to review them. Last update was 2017.
- Idea put forth that the COA needs an onboarding tool kit. Met with great enthusiasm. Board members don't know what's expected or what to do and need orientation, guide, bylaws, purpose and scope.
- Sherri Oken volunteered to review By Laws and Susan Jepson suggested that Maureen Hickey be brought into that loop for consultation and feedback as well because of her role in the Town and on the COA board. Susan will reach out to Maureen, who was unable to attend tonight's meeting.
- Susan Jepson will draft a list of what an Onboarding Tool Kit could look like.

9. Elections

By laws call for elections in May. After discussion a slate of Chair (Susan Jepson), Vice Chair (Christina Della Croce) and Clerk (Sherri Oken) was nominated by Jim Morin; Joanne Scouler seconded. All present approved.

- 10. Wrap up announcements:** Tax Work Off applications are being taken until next month and Karen will be matching as many applicants as possible across the Town boards and departments. Volunteers at the Senior Center now help with mailings, occasional coverage at desk or events, Bingo calling, blood pressure clinics.
- Sherri Oken invited everyone to attend the program on May 27 celebrating Asian American Month, put on by the Human Rights Commission in Wakefield.

II. Adjourn motion made by Julie Brown. Second by Sherri Oken. Meeting adjourned at 7:39 p.m.

Respectfully submitted,

Susan Jepson