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Council on Aging Minutes 10/19/06

The following minutes of the October 19, 2006, Regular Meeting were approved at the Meeting of the COA on November 16, 2006.

ARLINGTON COUNCIL ON AGING
 27 Maple Street
 Arlington, MA 02476-4909

Robert Tosi, Jr., Chair
 Paul West, Vice Chair
 Shirley Chapski, Secretary

Regular Meeting of the Council on Aging
 October 19, 2006
 MINUTES

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:30 p.m.

Members Present: Robert Tosi, Jr., Paul West, Ruth Palombo, Ann MacGowan, Harry McCabe, William Carey (arrived 8:37) and Shirley Chapski.

Members Absent: Mildred Hurd.

Others Present: John Jope, COA Executive Director; Mary Segó, COA Volunteer and ASA Clerk; Mary Ann Curran, COA Volunteer; and Karen Nichols. Quorum Identification/Call to Order: Bob Tosi, Jr. presided and Shirley Chapski, Secretary, kept the minutes. A quorum of 6 was present.

It was moved and seconded to go to Executive Session and John excused himself. It was next moved, seconded and voted in favor to return to regular session. John Jope returned and was presented with a card congratulating him on his election as President of the Mass. Association on Councils on Aging at its Annual Meeting on October 12, 2006. John said that Arlington has a wonderful reputation at the state level and he values the support of the COA members, staff and volunteers.

•Mary Segó & Mary Ann Curran spoke on the workshops they attended at the Oct 11-13, 2006 MCOA conference and what they learned from the experience.

Minutes of the September 21, 2006 Meeting: Harry moved to receive the Minutes of June 22, 2006 meeting for purposes of discussion; Shirley seconded. The following corrections were made: p. 1, ¶ 3, line 1, "Karen Nichols is in the process of becoming a member of the COA board": delete the word "board"; p. 2, under New Business, ¶ 2, change the words "07-08 budget" to "FY 08 budget"; p. 3, ¶ 1, line 7, delete the period "." after the words "these funds"; p. 2, under New Business, Item 3, Guidelines for Use of COA Farmer Trust Fund, line 4, add the sentence: "Harry McCabe suggested that other funds are available at the discretion of John Jope, Executive Director. There being no further corrections to the minutes, Paul moved to accept the minutes, as corrected, Ruth seconded; all in favor. Motion carried.

REPORT OF THE CHAIR: Bob Tosi commented as follows:

- Invite Shirley Chapski and Karen Nichols, who also attended the MCOA conference on Oct. 11-13, 2006, to share their impressions with the council at the next meeting.
- The Director of Human Services, Christine Connolly, has been recognized as Town Employee of the Year by the

Arlington Chamber of Commerce and she will be honored at an event on Nov. 14 at 6 P.M. at the Sons of Italy hall.

- We need volunteer committees in between meetings to prepare and keep us moving forward and thus make our regular monthly meetings productive. If a member is already on a committee, great, keep that going. If not, he asked the members to think about where they would like to help — he will be going through the list of committees at later date.

EXECUTIVE DIRECTOR'S REPORT: The Executive Director's report is attached hereto and made a part of the minutes. John made the following additions:

- Flu Clinic — Flu shots will be administered early in November. To sign up, people are instructed to call the Flu Hot Line. Medicare insurance will be accepted.
- The COA Farmer Trust Issue , Item 7 of John's written report — is on the Selectmen's agenda on Oct. 23, not the 30th. Bob informed the members that the Town Counsel ruled that it would be in our best interests to bring the matter before the Selectmen for approval.
- Harry Barber Community Service Program — Two applicants have been placed in the library. Another person has not worked out in his/her assignment and John will find a more compatible slot for the applicant.
 - Karen Nichols — John learned that the Selectmen did not have Karen Nichols' possible appointment to the council on their agenda. The oversight will be rectified.
- Lahey Funded Exercise Programs: (a) Starting in November, Tai Chi classes will be offered at both the Fox and the Senior Center. The same program will be conducted at the two locations — three 8-wk periods to be held once a week.
 - (b) The Acquacise program will also start in November. (c) The Walk-the-Rink program will be take place in May & June. If the Lahey grant continues next year, we may consider other programs, such as Pilates.
- Equal Choice Law: John distributed a document by Al Norman, Executive Director of Mass Home Care, entitled What Does the New Equal Choice Law Really Mean? which gives a detailed explanation of the new law, and what it means for seniors and disabled individuals. This law will require more involvement from local COAs and home care agencies .
- COA Financial Report: John reviewed the report with the members, mentioning that the Harry Barber Community Service Program in the budgeted amount of \$7500 was back under Municipal Accounts. Also discussed were the transportation program figures and the van replacement amount of \$10,000 which is in the capital budget. Discussion ensued and Harry said the \$10,000 should be considered a "planning figure."

OTHER REPORTS:

- COA Representative/Liaison to Minuteman Senior Services: Harry reported that John Jope did a very credible job speaking at the Minuteman Board Meeting October 4th. John felt the Minuteman board members were surprised to hear how much Arlington actually does. Harry said we need to get ready as the State will soon require Minuteman and COAs to include not just the elderly but the handicapped of any age in their programs. Paul West mentioned that the Arlington Housing Authority is under the same constraint and John added that we receive block grant funding so we serve both seniors and the disabled.
 - COA Representative/Liaison to the Seniors Association: No report.
- Arlington Seniors Association Representative to COA: On behalf of Elisa Lopez, Harry spoke on the 25th Anniversary Open House this weekend, Oct. 21 and 22 and everyone is invited.
- Budget Committee: Bob reported that the committee met on October 17, 2006.

Two items discussed were:

Formula Grant Increase: There has been an increase of \$3820 in Formula Grant money (which brings Arlington's total amount to \$55,963). John has already submitted a board-approved application for Formula Grant for this year for \$52,143. John's recommendations for spending the additional \$3820, are: approx. \$420 to balance the attendees' expenses for the MCOA fall conference; \$900 to reimburse volunteer medical escorts for their mileage (presently this is coming out of the Gift Fund); \$600 for continuing education training for the rest of this fiscal year; newsletter postage \$1200 which is currently coming out of the Gift Fund. After discussion, Harry moved to approve the foregoing recommendations; Ruth seconded, all in favor. Motion carried. Additional Hours for COA Intake Referral Clerk and COA Clerk/Secretary: These positions are in dire need of additional hours. The information/Referral position (19 hrs/wk) is funded from the Transportation Enterprise Fund. John asks the board to consider recommending her hours be increased from 19 to 35. Also, he feels the Clerk/Secretary position should be restored to 35 hrs/wk from its present 24 hrs/wk. The board should be presenting their recommendations to the department head, Christine Connolly, within the next month.

- Transportation Committee: Ruth would like another person to serve on the committee. She then summarized the Transportation Cte's efforts of last spring to introduce modest increments in the transportation fee schedule. The recommendations were accepted by the council at its April 20, 2006 meeting and at its May 18, 2006 meeting, because of concerns of certain COA staff, it was voted to put all transportation items on hold pending further research and instead draw down from transportation carryover funds. Ruth wants to know from the board if we

should be going forward with any increases at this time or should it be kept on hold. John said things are in limbo at this point but hopes that we can move forward and finalize it. Bob would like to find out what other communities are charging and Ruth asked John to get some comparisons from other towns but John cautioned that some other places get their van expenses and drivers from the general fund and not out of the transportation enterprise fund as we do. Dial-A-Ride Scholarship Program: John's document, which was included in the board package, entitled A Suggested Sevoyan Dial-A-Ride Scholarship Program, describes an assisted transportation program for those elders with extremely low income. Harry moved to approve the proposed program for purposes of discussion; Ruth seconded. Discussion followed and it was recommended that the proposed amount of the one-year program of \$4350 be rounded off to \$5000 and the word "Pilot" be inserted in the title and thus read Sevoyan Dial-A-Ride Pilot Scholarship Program. Harry moved the question; Ruth seconded; Bob summarized the motion: "To authorize up to \$5000 from the Charles Sevoyan Trust funds to start as soon as possible a one-year pilot Dial-a-Ride scholarship program for this fiscal year, the document to include the recommended changes." All in favor. Motion carried.

•Sevoyan Bequest Committee: No report.

•Senior Center Outreach Task Force: Ann MacGowan reported that the informational brochure has been completed. The task force will review the final version and discuss how it can be put out to the community. John said there is a goal to get the brochure into every senior household in town.

•Sevoyan Policy Task Force: The task force met on October 3, 2006 and reviewed the Recommended Policy Statement. Shirley distributed copies of the policy statement in its original form and a marked up version for the council's consideration. Harry suggested that the recommendations be taken up at the next meeting; it was agreed and Harry said we should prioritize it so it will be sure to be addressed.

UNFINISHED BUSINESS

•Cooperative Elder Services (CECI) will be moving out of the building. John and Christine Connolly, who both feel it should be a senior services organization that will take up the vacated offices, have spoken to Kevin O'Brien. Discussion followed and it was suggested that John contact the senior organizations in the building to ascertain their space needs.

•COA Council Annual Goals: Bob referred the members to the list of goals for 06-07 previously distributed to the members for their consideration and suggestions. Additions to the list are health promotion and wellness programs, reconvening the Joint ASA/COA Committee, and advocating for additional space in the area to be soon vacated by CECI. John recommended choosing two or three goals from the list that are reasonably achievable for the year. Discussion ensued and Harry moved that the 2006-2007 COA Board Goals list be put on the agenda for the November 16 meeting; Shirley seconded. Bob said he would like to have the COA Clerk/Secretary and/or the Intake Referral Clerk, if available, give a presentation at an upcoming meeting. Harry moved to table the motion; Bill seconded. Motion tabled.

NEW BUSINESS:

•Volunteer Recognition Grant: A donation of \$10,000 to the Senior Center as a whole has been received from the Newcastle Foundation Trust for "the purposes of recognition, education and recreation services and support of volunteers of Arlington Senior Center." (Copy of donor's letter attached.) Representatives from the agencies at the senior center will meet to discuss setting policy guidelines for the use of these funds. Bob suggested Bill Murphy, COA, as a delegate and the board had no objection. Discussion followed on whether funds to cover attendees expenses at the MCOA Fall conference could be taken from this grant.

•"File of Life": John spoke about the file of life packet which is a holder with magnet attached in which one files medical information. The record can be mounted on the refrigerator and can be taken to the hospital along with the patient in case of emergency. We could perhaps partner with another agency in the community to fund the purchase of the "files of life" at .66¢ each. Further discussion tabled until the next meeting.

There being no further business to come before the meeting, Harry moved to adjourn; Paul seconded; all in favor. Motion carried.

Adjourned at 10:00 p.m.

Shirley Chapski, Secretary

October 19, 2006

the mission of the council on aging is to provide advocacy and support services
to help arlington elders live dignified and independent lives

1. Working with Board of Health arranging this year's flu clinic.
2. We are now helping seniors with their tax abatement applications.
3. Our muscle-strengthening classes resumed this month.
4. Minuteman Senior Services has arranged to invite each of the sixteen COA Directors in their region to present at their monthly board meetings. Arlington was first on October 4. Members of the Minuteman board stated they learned much from the experience.
5. Met with Sevoyan Policy Task Force on October 3.
6. Participated in the MCOA annual fall conference week of October 16. This is a signal year for the Arlington COA. Two COA board members, two staff, our social work student intern, and three COA volunteers also attended.
7. The issue of the COA Farmer Trust fund is on the October 23 Selectmen's agenda, asking their vote of approval to incur expenditures.
8. Three more participants have been placed in municipal departments through the Harry Barber Community Service Program.
9. Our Lahey-supported Tai Chi and Aquasize programs are scheduled to begin next month, with the Walk the Rink component in the spring of 2007.

TIMOTHY J. BARBERICH
40 Elm Street
Concord, MA 01742

July 17, 2006

Ms. Shizuko Yamaji
Arlington Senior Center Volunteer
Arlington Council on Aging
17 Palmer Street
Arlington, MA 02474

Dear Shizuko,

Thank you for your recent letter and hope all is well with you.

With regard to the recent donation of \$10,000 to the Arlington Council on Aging on behalf of the Newcastle Foundation, of which I am Trustee, please allocate the funds as follows:

For the purposes of recognition, education and recreation services and support of volunteers of Arlington Senior Center. Any accrued interest or dividends should remain with the principal.

Wishing you and the other Arlington Senior Center volunteers best wishes and continued success.

Best regards,



Tim Barberich

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