

MINUTES OF THE SOUTH HADLEY COUNCIL ON AGING MEETING  
Monday, January 11<sup>th</sup>, 2016

The meeting was called to order by Chairperson Gail Bielizna-Pafford at 4:00 p.m.

Present: Sheila Adams, Doris Bibeau, Mary Billion, Gail Bielizna-Pafford, Eileen Burke, Judith Fortier, Carlene Hamlin, Sarah Gmeiner, Donald Lever, William Schenker.

Director Joanne Trybus present.

MEETING MINUTES: A motion was made to accept the minutes of the December 14<sup>th</sup>, 2015 meeting by Doris Bibeau, seconded by Judith Fortier and unanimously approved by the Board.

BILLS PAYABLE: A motion to approve the bills was made by Carlene Hamlin, seconded by Sheila Adams and unanimously approved by the Board.

THE DIRECTOR'S REPORT: In the seventh paragraph of the Director's report "will more" will be changed to "will be more". The Board unanimously approved the Director's report.

SOCIAL SERVICE COORDINATOR'S REPORT: Joanne reported they are assisting 10 seniors through the companion/escort program. The list is not closed, so if someone knows of someone who might benefit from the program they should contact Joanne.

ACTIVITY/VOLUNTEER COORDINATOR'S REPORT: The volunteer hours for September were left off the report. The "December" volunteer hours should be labeled "November". Joanne will have updated numbers for the next meeting.

STANDING COMMITTEES:

Finance/Planning Committee – No meeting

Nominating Committee – No meeting

Policy Committee – No meeting

Needs Assessment Committee – Meeting held January 6<sup>th</sup>

WESTMASS ELDERCARE LIAISON:

Many increases were added to the physical year 2016 budget draft. Ken Ellis is again treasurer this year. Hubert Place continues to have good management. There was a hot water heater that broke, but there are two in the system, so it wasn't an issue for residents.

#### OLD BUSINESS:

- A. New Senior Center Needs Committee Report – The committee went over different aspects of a needs assessment. The needs assessment will focus on the current Senior Center and what is currently working and not working. Present and future needs of the building will be examined. The group will develop a roadmap and timeline for the process that will be flexible. The committee will identify areas of concern or potential barriers and promote awareness once the assessment is complete.
- B. Stove Project Update – A contract was submitted to the Town Administrator and Joanne is waiting for approval. Three vendors were contacted to submit bids. The project will shut down the kitchen for a week. Joanne sent a letter to WMEC in regards to the meals program.
- C. “My Senior Center” – Everyone who comes in the door of the Senior Center will sign-in with key tags. They are getting people into the system of using the machine. The scanner will be used once staff is trained on proper use.

#### NEW BUSINESS:

- A. Valentine’s Day Lunch & Entertainment – The entertainer that was originally scheduled for December 29<sup>th</sup> was rescheduled to perform for Valentine’s Day.
- B. Tax Assistance Schedule – Tax assistance starts February 3<sup>rd</sup> from 9 a.m. to Noon in the conference room. They will not have a phone available.
- C. “Those items not reasonably anticipated by the Chair, 48 hours in advance.”
  - a) The organ in the computer room is leaving. Joanne is working to clean the room out. This will leave more space for other groups.
  - b) Chairperson Gail Bielizna-Pafford read a letter from Joanne that was not to be publicized.

A motion to adjourn was made at 5:00 p.m. by Doris Bibeau, seconded by William Schenker, and unanimously approved by the Board.

The next meeting is February 8<sup>th</sup>, 2016 at 4:00 p.m.

Respectfully submitted by Sarah Gmeiner, secretary.