



Town of Oak Bluffs
Oak Bluffs Council on Aging Board of Directors Agenda
Thursday, August 17, 2023 at 11:00 am
21 Wamsutta Avenue

Present: President Donna Joyce; Board members Al Badger, Deborah Potter, Linda Smith, Jacquie Callahan

Also present: Administrator Rose Cogliano

Absent: Bo Fehl, Lew Laskaris, Alternates Hans VonSteiger and Mark Rivers

11:05 am President Donna Joyce called the meeting to order

Approval of the minutes of July 20, 2023

Motion by L. Smith seconded by J. Callahan to approve the minutes of July 20, 2023. Vote: 5 in favor, 0 opposed

Old/New

Discussion and possible vote to survey the 55+ community

How the survey will be distributed was discussed at length. There was concern the integrity of the survey if a paper copy were to be placed in physical locations. Suggestions included putting the survey online in the MV Times Oak Bluffs column, distributing it to Meals on Wheels participants, and having a QR code link to the survey at the library. A target date for the survey's distribution was discussed but no target date was set. Rose raised concerns about having "Legal assistance with wills, trusts, health care proxies" under types of services in the survey. It was decided to leave the survey item unchanged. As the Town of Oak Bluffs has access to Survey Monkey, D. Potter will administer the survey through the town's subscription to Survey Monkey.

Motion by J. Callahan seconded by A. Badger to accept the survey as presented. Vote: 5 in favor, 0 opposed

Discussion and possible vote to recommend ways to continue improving communication

D. Joyce thanked Linda Smith for providing the sandwich board which displays upcoming COA events. L. Smith hoped to see more changes to events listed on the sandwich board. D. Joyce will deliver COA calendar, newsletter and the completed survey to her Meals on Wheels clients.

L. Smith presented correspondence and a monthly menu from the Cape and Islands Nutrition program in order for the COA to expand the meal program through Elder Services. Discussion ensued about the existing 2nd and 4th Thursday lunches currently offered and expansion to every Thursday.

Motion by D. Potter seconded by L. Smith to recommend to the COA administrator to explore the resumption of a meal program on Thursdays from any or all applicable services that may be available. Vote: 5 in favor, 0 opposed

Motion by D. Potter seconded by J. Callahan to recommend the COA administrator explore the expansion of internal food offerings at the COA. Vote: 5 in favor, 0 opposed

Discussion and possible vote to recommend developing a schedule of events to include coffees with officials, speakers, activities, and events

The 3rd Wednesday of the month will feature an Oak Bluffs department head coming to the COA at 10:30. Deborah Potter the town administrator will be the first department head coming on September 20th. Kristina West, the lead assessor, will come in October and again in March to discuss tax abatements for seniors.

Discussion and possible vote to recommend ways to make the center more welcoming

President D. Joyce read a letter about past practices at the COA where the volunteers sat at the desk in the dining/community room, and where coffee was also served in that room away from the activities/exercises in the exercise room. Rose said she would explore having a second Keurig in the dining/community room. Discussion followed on the single serving Keurig cups as wasteful and a trash issue. D. Potter offered to buy a coffee set up with a Keurig single serve on one side and a carafe on the other side.

It was also suggested that the plastic water bottles on the lunch tables be replaced as plastic water bottles are banned in Oak Bluffs. A refill water station where people could refill their own water bottles would be more ecologically sound and available. A possible fundraiser for people to purchase their own bottles or cups with their names on them was suggested.

Discussion and possible vote on the delineated procedures and schedule for volunteers

The town administrator needs to know who is in charge at the COA and how to contact that person. Procedures still need to be delineated by the administrator in concert with the town administrator. Names tags to identify the volunteers was discussed and supported. D. Potter will explore having more permanent name tags with a frame which would allow the name tag to slide in. D. Joyce will look into making temporary name tags at the library.

Update on the assistant administrator and the job description

Interviews may take place on August 23 and 29. The town wants two solid people in each town department for dividing the workload and for succession. Shifts and hours can be split.

Administrator's report

Rose Cogliano presented the monthly activity attendance figures and services provided at the COA. The lunch number of 70 was questioned. Rose said 46 people came the 2nd Thursday of July, and 24 on the 4th Thursday. The number also included bag lunches that Rose provides for some seniors to take away. Rug hooking was presented as a possible activity. Kendall Reid has been developing the Friday game day. Pickleball talks at the COA may be a strategy to get those players involved in the COA.

Community comment: none

Adjourn

Motion by J. Callahan and seconded by L. Smith to adjourn the meeting at 12:35 pm. Vote:5 in favor, 0 opposed The next meeting will be on September 21, 2023 at 11:00am.

Respectfully submitted,


Jacquie Callahan

Approved September 21, 2023

The agenda items are those reasonably anticipated by the President which may be discussed at the meeting. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.