



Rehoboth Council on Aging

FRANCIS HALL- 27 FRANCIS FARM RD
REHOBOTH, MASSACHUSETTS 02769

REHOBOTH COUNCIL ON AGING (COA) BOARD MEETING MINUTES

March 22, 2023

Meeting Location: Francis Hall, 27 Francis Farm Rd, Rehoboth, MA 02769

Meeting Date: March 22, 2023

Meeting Time: 7:00 PM

1. **Call to Order:** The meeting was called to order at 7:04 p.m.
2. **Pledge of Allegiance**
3. **Members Present:** Brittany Bixenman, Ron Whittemore, Susan Laverdiere, Dr. Robert Lambe
Members Excused: Neal Harrington, Associate Member MaryBeth Moriarty
Director Present: Linda Sherman
Guests Present: Dr. Richard Panofsky, Joan Levesque Arguin
4. **Review Meeting Minutes:** The January 25, 2023, COA Board Meeting Minutes were reviewed, all board members in attendance received a copy of minutes. Ron Whittemore made a motion to approve the meeting minutes as is; Susan Laverdiere seconded the motion. The January 25, 2023, COA Board Meeting Minutes were unanimously approved as is.
5. **Presentations:** None
6. **Expense Report:** The COA Board reviewed the COA budget report; Ron Whittemore made a comment to note the two donations made to the COA, stating his gratitude. Linda Sherman confirmed these donations were normally annual donations to the COA. No further comments or questions were presented by the board members.
7. **Director's Report:** Linda Sherman presented the director's report.
 - a. **(1) Food services** – Meals on Wheels continues; Gert's Café has been serving 70- 90 guests; Donuts from Dunkin Donuts on Wednesdays and Fridays; Dessert & Coffee served Wednesdays 12:00- 1:00. **(2) Acrylic Painting** – is a new class being taught by Daisy Gilmore. **(3) Reception Desk** - the desk is in place we are waiting for a computer. **(4) Gert's Café** – On February 27, Christine Weylman discussed the Elder Dental Program; On March 6th, Traditions Bakery made a beautiful cake for all of the March Birthdays and for Gert celebrating her 101st Birthday, they will be donating a cake for at the 1st Monday of each month to celebrate the monthly birthdays, donated by the Blizzard of Giving; Continuum Hospice sponsored Dollar Store Bingo; on February 13th & March 13th Country Flavored Band played at Gert's Café; On March 20th, Ukelele Bill performed; On March 27th, Shaundra from the Sheriff's RUOK Program will do a presentation; Tech Help is being provided by Jennifer Shallcross each Monday during lunch. **(5) Combined Yoga** – will start in April; participants can use a mat or chair. **(6) The Un-Masquerade Ball** – the date is set for June 13th from 4-7pm, will be hosted in conjunction with the Taunton COA. **(7) Water** – We were waiting for a design plan from the engineer, this has changed as we know of, the plan has gone to the state for review. **(8) Media Player** – Media Player for our informational TV has been ordered.
 - b. **Board Comments:** Ron Whittemore, inquired about the attendance statistics being collected by My Senior Center and if the reception desk has been helpful with increasing use; Linda Sherman confirmed that these statistics are still being collected and the reception desk has been increasing the use of My Senior Center. Brittany Bixenman requested that a monthly summary of the My Senior Center statistics be added to the director's report. Dr. Richard Panofsky, commented that the water update and water plan approval are still ongoing, but steps have been taken to ensure the state approval requirements are addressed, including Per- and polyfluoroalkyl substances (PFAS) considerations. Linda Sherman added that they are working on creating a email distribution list (Distro List) to disseminate information to COA members regarding events, activities, and opportunities at the COA.
8. **Old Business:**
 - a. **Update on Transportation Assessment:** Brittany Bixenman confirmed that the use of a public health intern to

further assess transportation needs will be on hold, due to no longer having an available intern. This this option can be further explored in the future as indicated. Dr. Richard Panofsky confirmed that transportation continues to be a topic of exploration and interest in the American Rescue Plan Act (ARPA) plan.

- b. **Update on COA staffing and positions:** Dr. Richard Panofsky provided an update on the current staffing positions, including an approved full-time Administrative Assistant for the COA, which has been posted online, the Rehoboth Reporter, and town website. The applicant review and interviewing process has been initiated. The full-time second Outreach Coordinator and an Associate Director positions have not been posted and are pending review and budgetary approval. We are continue to explore funding options for these positions, including ARPA funds. Susan Laverdiere made a comment to post the COA Administrative Assistant position on external posting sites such as Indeed, to increase the applicant pool; Dr. Richard Panofsky confirmed he would explore that option.
- c. **Update on COA Infection Control Policy implementation:** Brittany Bixenman confirmed that the new COA Infection Control Policy has been implemented appropriately. Linda Sherman confirm no issues with the implementation at this time.

9. New Business:

- a. **Update on COA Board membership:** Brittany Bixenman confirmed that Dr. Bruce Thayer and Charlene Cunha have submitted their COA Board member resignations at this time. All members present confirmed that they received copies of their resignation letters. Susan Laverdiere made a motion to accept the resignations of Dr. Bruce Thayer and Charlene Cunha from the COA Board; Ron Whittemore seconded the motion. The motion was unanimously approved.
- b. **Review and interview new COA Board Applicants:** Brittany Bixenman confirmed that Linda Coolidge had decided to withdraw her application to the COA Board at this time due to time conflicts; however, will continue to volunteer and be an active member at the COA. Joan Levesque Arguin was introduced as a new applicant to the COA Board; all members present confirmed that they received a copy of Joan's Talent Bank Form. Joan introduced herself to the board members, expressed her areas of interest and highlighted her many years of volunteerism at the COA, including Meals on Wheels, meals services at the COA, and other various COA activities. Current COA Board members also introduced themselves and highlighted their involvement with the COA.
- c. **Vote to recommend COA Board applicants to Board of Selectman as indicated:** Ron Whittemore made a motion to recommend to the Board of Selectman that Joan Levesque Arguin be appointed to the COA Board; Dr. Robert Lambe seconded the motion. The motion to recommend to the Board of Selectman that Joan Levesque Arguin be appointed to the COA Board was unanimously approved. Brittany Bixenman confirmed that she would inform the town administrator of the recommendation.
- d. **Discuss the possible formation of a COA Board Growth and Development Subcommittee (COA goals for Fiscal Year 2023-2024):** Brittany Bixenman discussed possibly forming a subcommittee within the COA Board to help meet with the COA Director, Town Nurse, and Outreach Coordinator to help explore needs and opportunities for growth and development, along with goal development and how the COA Board can support the COA. Discussion was held regarding if the full COA Board can address this topic or if a subcommittee would be indicated; discussed utilizing the subcommittee for information gathering then bringing topics and outline to the full COA Board for further discussion. Dr. Richard Panofsky also added that he continues to explore areas of growth and development and how to continue to utilize the ARPA Plan and ARPA funds to support some of these projects and development. The discussion was tabled for further review at the next COA Board meeting as indicated.

10. Bristol Elder Services, Inc. (B.E.S.I.) Report: None

11. Correspondence: None

12. COA Building Usage Requests: None

13. Open Forum: None

14. Any other business that may come before the COA Board: The next COA Board meeting was confirmed to be scheduled for Wednesday, April 26, 2023 at 7:00 PM.

15. Adjournment: The meeting was adjourned at 8:15 PM.

Next Meeting: Wednesday, April 26, 2023 at 7:00 PM

Respectfully submitted,

Brittany Bixenman, COA Board Chairperson

Approved by:

A handwritten signature in black ink, appearing to read 'Brittany Bixenman', with a long horizontal flourish extending to the right.

Brittany Bixenman, COA Board Chairperson