

STOCKBRIDGE Council on Aging BOARD OF COMMISSIONERS MINUTES Wednesday, April 12, 2023 10:00A.M.

1. Members Present: Christina McCarthy, Chairman; Jack Gremler, Ron Muir, Diane Sheridan **Members Absent:** Nancy O'Brien **Others Present:** Roxanne McCaffrey – COA Director, Michael Canales - Town Administrator, Patrick White – Board of Selectmen, Andrea Lindsey – Housing Authority Director

The Chairwoman called the meeting to order at 10:01 a.m.

2. Minutes: Approval of the Minutes from meeting on March 8, 2023. Minutes reviewed. Diane Sheridan motioned for approval, Ron Muir 2nd. **All in favor 4-0**

3. Establishment of Board Officers: The Board discussed the establishment of officer titles and responsibilities for the remainder of the current term. Jack Gremler expressed his interest in being secretary. Ron Muir stated that he is prepared to be treasurer. Chris McCarthy stated that she would stay on as Chair. Diane Sheridan is ready to take on the role of Vice-chair. Diane Sheridan motioned a vote for approval. It was seconded by Ron Muir. **All in favor 4-0**

Christina McCarthy: Chairperson

Diane Sheridan: Vice-Chairperson

Jack Gremler: Secretary

Ron Muir: Treasurer

4. Director's Report: Roxanne McCaffrey reported the following:

- * Director Office Status - A town laptop has been issued to the director. There are scanning issues that need to be addressed. The laptop is on network. Folders have been established.

- * Old COA Office – Roxanne is in the process of organizing the space. The intention is to have space for multiple events and technology education center.

- * Database – A comprehensive database of the Stockbridge senior population (60 & over) is being created with input from voting records and property tax information. Data base will be used for all mailings, quarterly newsletter, flyers, updates and reminders. Roxanne will be looking to most cost-effective mailing methods and will share a cost comparison at next month's meeting.

- * Senior Citizen Software – Roxanne M. is researching established "Senior Citizen Software". The primary source thus far is *myseniorcenter.com*.

- * Elder Services of Berkshire County – Roxanne M. has spoken with Mary Beth McDonough of Elder Services and Sue Doyle of Hospice

A Matter of Balance – Roxanne expressed that this program is a valuable offering from Elder Services and she plans to attend a coaching training session on April 27. "A Matter of Balance" will be a focus of the April luncheon agenda.

- * Hospice Care of Western MA – Roxanne M. reached out to the board for guidance on the possibility of presenting an information session about Hospice Care information. Jack Gremler shared that he thought a full presentation would not be a good idea, but sharing that information is available through Hospice Services might be more

appropriate. Diane Sheridan and Chris McCarthy voiced their agreement with Jack's opinion. Roxanne M. presented information about the "Veteran's Café" and asked for the board's feeling regarding the sponsoring of a Veteran's Café in the Stockbridge Senior Center. Ron Muir stated that a combination of a small veteran population in Stockbridge and an unwillingness for veterans to come out and volunteer has made organizing a Memorial Day parade in Stockbridge quite difficult. Chris McCarthy added that having veterans included in a Senior Citizen Café might be more successful and productive. Jack G. suggested that sharing information about the Elder Services program could be a way to proceed.

- * Blood Pressure Clinic/Foot Care Clinic – These services are continuing – Blood pressure at Heaton Court, Foot Clinic by individual appointment at the Senior Center. Jack Gremli asked if a comprehensive discussion about these services could take place at the May Board meeting as a part of the Activities/Services overview. Roxanne M. stated that she would look into the procedures of both and would be ready with a report for the May meeting.

- * March 15th Luncheon & Speaker – The event was postponed to March 17 due to weather. The theme was Wearing of the Green (More appropriate for March 17th as it turned out). Speaker was the Stockbridge assessor presenting a program about tax relief. Twenty-three (23) persons attended. Thanks to Ron Muir and Joann Conroy for their help at the event, Diane Royce for dessert preparation and Jack Gremli for music technology set up. Approximately \$200.00 was spent for food which was prepared in the Senior Center kitchen. There are lots of leftovers in the kitchen freezer.

- * April 19th Luncheon & Speaker – Members of the Stockbridge Police Department will speak on Emergency Management and Code Red. Four (4) persons have RSVPd thus far. Roxanne M. stated that she felt the number will be greater due to participation by the regular attendees – primarily the "Bingo group".

- * Trips – Nancy Wilcox is taking charge of organizing trips and according to Roxanne M. reported that three months are needed to prepare and carry out successful trips. A packet containing information on potential trips was presented to the Board. Jack Gremli requested that the specific procedures for planning, approving and implementing be made a part of the May Board meeting.

At this point in the meeting, Patrick White asked for permission to share some information. He announced that beach chairs and kayak slips at the town beach could be made available for Stockbridge seniors. Chris McCarthy said that the Board would look into the specifics of that service. Roxanne M. stated that the town has a Senior Work-off Program and asked for Michael Canales to share the specifics. Michel C. reported that seniors can reduce their town tax bill by up to \$1,500.00 by volunteering to help at town projects. It was suggested by Roxanne M. that the preparation and distribution of the COA newsletter could be a way to utilize this service.

Michael Canales asked for a brief break in the meeting to speak to Roxanne M. At 10:58 the chair declared a break. At 11:05 the meeting was declared back in session.

Director's Report (Cont.)

- * R. McCaffrey announced that a \$100,00.00 Digital Literacy Grant was

announced and that she plans on inquiring as to the application requirements and process. Ron Muir and Jack Gremler both offered their help in the application process if needed.

* Roxanne M. reported that the balances in the current COA budget are:

Gift account:	\$350.00
State Funds:	\$313.51
General Funds:	\$22,407.90

* Roxanne M. reported that the "Brown Bag Lunch Program" is continuing and is currently centered at Heaton Court. Roxanne questioned whether the program might be expanded and better served by taking place at the Town Hall Senior Center. Andrea Lindsey stated that she had no objection and that she and Roxanne would look into the logistics.

The Director's report being concluded, C. McCarthy asked the Board for questions. Diane Sheridan asked that since Roxanne McCaffrey has announced her intention and has filed papers to run for the Town Select Board and is the COA Director, whether she has plans regarding her current position if she wins the election. Roxanne stated that since it is against state law to hold both positions, she would resign her director position if she wins the election. A brief discussion followed.

Roxanne McCaffrey excused herself and left the meeting at 11:16 AM.

5. The Board continued the agenda by discussing the expansion of programming available to seniors. It was agreed by all members that expansion should take place. Possible areas to expand are in the Arts and arts classes, Coffee Café, Games (Bridge, Pickleball, etc.) and other activities. The continuation and minimum numbers for activities should be decided on an individual program basis.

It was agreed that luncheon/Speaker event budgets should be determined on an individual event basis and should be planned and announced at least two months in advance of the actual event.

Policy for upcoming trips (discussed earlier in the meeting) and Communication and Outreach (previously partially discussed) will take place during the May Board meeting.

6. Open Forum; N/A

7. Next Meeting; Next meeting will be Wednesday May 10th at 10:00 am.

Adjournment; A motion was made to adjourn @ 11:28 AM by J. Gremler and it was seconded by D. Sheridan. All in favor 4-0

Respectfully submitted,

Jack L. Gremler, Ed.D.