

**Council On Aging Board Meeting  
Grace Gouveia Building  
December 6, 2001**

**Members Present:** Brunetta Wolfman, Anita Berman, Patrick Manning, Gladys Johnstone, Ray Sparks, Roberta Elliott (Alt.),

**Members Absent:**

**Friend's Present:** Vernon Wilson, Marge Perry, Bert Romano

**Chair opened the meeting at 2:30PM. Minutes of November meeting read, and with corrections approved as amended.**

**DIRECTOR'S REPORT:**

- A. Board Chair and Board welcomed new COA Director, Valerie Carrano.
- B. Director announced official appointment date as Director, November 26, 2001. Director thanked Board for support.
- C. Director thanked and praised staff and Grant Administrator for coverage while on vacation.
- D. Director reported first month as Department of Human Services/COA going well. Reorganization includes; Department of Human Services, COA, Public Health. Director assured Board the reorganization would not change the COA mission, services, staff nor location. Director informed the Board that the Department of Human Services will provide services to Provincetown citizens who are not Senior citizens. The Director has submitted a budget request to increase the COA outreach staff position by 4 hours per week to cover the increase in service to the non elderly. The Town Manager approved the request and now it must be approved by the Finance Committee and Board of Selectmen. Board member A. Berman asked if the staff position and cost of the Outreach Position was COA. Director informed Board that the position and funds are included in the COA and the increase hours will be in the COA budget. A. Berman asked if there might be other funds available. Director informed Board that there are no other funds. However, there are funds that assist the COA, such as the HIV Grant provides 5 hours per week for secretary at COA. Director and Board discussed the decrease in County funds for COAs. Board was informed that a laptop computer was presented to Board of Selectmen and COA Outreach staff by the County.
- E. Director informed Board that she and the HIV Program Manager, Patrick Manning will be interviewing for the part-time COA Secretary position vacated by the current COA Director.
- F. Director informed the Board that weekly staff meetings have been implemented, they are on Mondays from 8 to 9 am.
- G. Director informed Board that an other Flu Clinic will be December 17<sup>th</sup> from 9 to 11 am at the COA. The flu clinic will be for individuals 50 and older at no charge.

**FRIENDS REPORT:**

- A. The Friends report \$2,550.00 from the Annual Appeal to date. Board Chair informed the Board that she has organized a chronology of the Annual Appeal that will be kept in the COA office for all future Annual Appeals. The Annual Appeal is sent to about 270 people. The mailing list for the Annual Appeal needs to be updated and expanded. The mailing list should include everyone who gets a COA Newsletter and all participants of COA activities and events.
- B. Cookbook sales at Seamen's Bank approved for 2 times per week. Volunteers, L. Robbins and G. Howe will coordinate and work the table. Discussion regarding better visibility for the Cookbook sales. A sign will be made.

**Motion by G. Johnstone to accept Report of the Friends, seconded by A. Berman,  
Motion passed unanimously**

**OLD BUSINESS:**

- A. COA Newsletter will publicize that Marge Perry, Friend has volunteered to coordinate the cushion rental for Town Meeting. However, there remains the need for a Volunteer Coordinator for all the cushion rentals.
- B. G. Johnstone will follow up on the ROSE Award regarding the Wheelchair Guide.
- C. Board discussed providing In Memory recognition for Dick Snell and Irma Aho. A wooden clock will be made by Eddie that will incorporate the COA building.
- D. Board Chair provided update regarding reauthorization of the Older Americans Act. AARP has not responded to correspondence sent by COA. Congressmen Delahunt's office unsure of status of Act. Board Chair will follow-up on this issue.
- E. Town Clerk, Stephan Nofield would like to re-schedule with COA Board.

**NEW BUSINESS:**

- A. Board Chair reminded Board members that they can not solicit donations nor items as individuals Board members without a majority vote by the Board to sanction such donations. This is according to state and local Ethics.
- B. Board informed by M. Perry that State Representative Shirley Gomes will attend a Rotary Club meeting/dinner. COA Director and Board invited. M. Perry also informed Board that the Rotary Club will provide funds for "LifeLine", the installation, the unit and on-going monthly charges.
- C. Director informed Board that Representative Gomes will be at the COA Thursday, 12/13/01 @ 2:30pm for 1 hour.
- D. Board Chair provided update on COA anniversary and dedication for Diane Corbo. COA will celebrate 30<sup>th</sup> anniversary. COA authorized by Town Meeting March 1972 and was first COA on the Cape. The Salvation Army paid first year salary for COA. Discussion of a celebration in the Spring and inviting original COA Board. Discussed need for Board member to coordinate the celebration. A. Berman and G. Johnstone volunteered to assist but not coordinate. M. Perry, Friend volunteered to assist.
- E. Chair informed Board that Town Manager, Keith Bergman and Board of Selectmen Chair, Betty Steele-Jeffers will attend next COA Board meeting.
- F. A. Berman asked if current Board Alternate would automatically fill a vacant Board seat. Chair informed that Alternate would

need to apply for Board seat. Chair informed Board that Board member Patrick Manning would not re-apply for Board seat, the term of two Board members is over; Ray Sparks and Anita Berman. The two members will need to re-apply if they wish to remain on the Board.

**Motion by R. Sparks to adjourn at 3:30pm, seconded by P. Manning. Unanimous.**  
**Next meeting January 3, 2001 2:30PM**

**Respectfully submitted,**  
**Patrick Manning**