



# TOWN OF WAKEFIELD

COUNCIL ON AGING

## Council on Aging Board Meeting Minutes

Via Zoom  
Date: January 10, 2024

6:33 call to order

*Present:* Director Karen Burke; Board Members Julie Brown, Christine Della Croce, Maureen Hickey, Susan Jepson, Jim Morin, Sherri Oken; Town Council Liaison Bob Vincent

*Absent:* Joanne Scouler

No members of the public were present.

### Director

Karen Burke

### Board Members

Julie Brown

Christine Della Croce

Maureen Hickey

Susan Jepson

Jim Morin

Sherri Oken

Joanne Scouler

### Town Council Liaison

Bob Vincent

### I. Prior Meeting Minutes

#### A. Corrections

1. page 2 A4 Senior Resource Fair
2. b7 delete that housing is going to be affordable

#### B. Jim made a motion to approve the minutes of the Nov. 8, 2023 Board meeting with corrections. Julie seconded and all voted in favor.

**TO DO Sherri Oken** will send past approved minutes to Sherri Dalton and CC: COA email

### II. Financial Reports

#### A. Financial reports from Oct, Nov. Dec. 2023

1. There were no concerns, and our budget is on track.
2. Sherri made a motion to accept the October, November and December 2023 financial reports. Christina seconded and all in favor.

#### B. 2024 budget

1. Requests have been made to include additional activities staffing (part-time to full-time) and a part-time van driver.
2. The Director briefed the Town Council on our staffing requests.
3. If the budget is approved by the Finance Committee, it will go into effect in July.

### III. Directors Report

#### A. Programming Expansion

1. COA awarded 2 of 3 grants applied for over \$17,000
2. Possible programs: nutrition information, expanding age and dementia-friendly capacity

#### B. Staffing

1. The full-time Activities position posting may have to be opened to members of the clerical union.
2. We have a Safe Serve certified chef to present monthly cooking classes.
3. Suggestion: Reach out to Voke's culinary program for their participation.

#### C. Activities



1. Holiday party  
This was a wonderful, fun and well-received event with an excellent meal.
2. Trips  
Coordinate with Stoneham about sharing some trips but ensure sign up is equitable.
3. Snow Shoveling for Seniors
  - a. Coordinated in cooperation with the Youth Council Snow Angels.
  - b. They were able to match most people after the first storm but trying to match everyone is difficult, both to get enough volunteers and to determine who should be matched.

IV. Town Council Liaison Report – Bob Vincent

- A. The COA staff did an excellent job preparing the budget and presenting it to the Town Council.
- B. The bike and pedestrian plan is being updated, then needs to be finalized by MAPC.  
Police and fire are now involved in this process plus there needs to be a traffic advisory review.
- C. There is no time-line for when the Master Plan will be available to the Town Council and to the public.
- D. Note upcoming program: Open Space and Recreation Zoom public listening session on Jan. 18<sup>th</sup>.

V. HRC

Sherri provided a description of the upcoming MLK Day event on January 15th

VI. COA ByLaws

- A. The suggested updates and changes will be voted on in February.
  1. Revision: add wording on our expectation of participation in COA events and activities as a Board member.
  2. Revisions: reference Town Bylaws on attendance
  3. References
    - a. Article two of COA bylaws outlines membership terms.
    - b. Chapter 9 of Town Bylaws
      - i. Sec. 19-26 Town bylaws adopted in 2018 or 19 delineates responsibilities of Board members.
      - ii. Sec. 9-25 attendance requirements
      - iii. Sec. 9-26 indicates that Boards must provide information to a new Board member on what is expected of them
- B. Suggestion: Review ad Town distributes when recruiting new volunteers to the COA.
- C. We discussed the importance of formalizing Board member crossover between the Housing Authority and COA since housing is one of the biggest challenges to address.
  1. Suggestion: Reserve one of 7 COA seats for a member of the Housing Authority.
  2. Change in Board member membership, if approved, can be added to the bylaws presented in February.

**TO DO: Karen Burke**

- Ask Tom Mullen about pros and cons of having a voting member vs non-voting liaison from the Housing Authority.
- Ask for Housing Authority input.

- Karen will inform Sherri Dalton that this is in process

**TO DO: Sherri Oken** to update and send out new suggested bylaws.

VII. On Boarding Guide/Toolkit

- Create a check list on what a Board member needs to do and the materials that must be reviewed.
- Provide a who's who contact list.
- Suggestion: Add a live element which could be one on one, a mentor, or a small group.
- The check list should be both printed and interactive document with website links.

**TO DO: Christine Della Croce** will continue to work on this.

Note: Board members are required to complete an online training course on the conflict of interest law every two years, and to acknowledge receiving a summary of the law every year.

VIII. Open meeting law

- Everyone should have viewed Tom Mullen's presentation to the HRC.
- Be sure to periodically review the requirements.

IX. Looking Ahead

- Next Council function: St. Patrick's Day Party
- Next Board meeting: February 14th

7:55 p.m. Maureen motion to adjourn, Julie seconded and all voted in favor

Minutes respectfully submitted by Sherri Oken