

Rochester Council on Aging (RCOA)
Board of Directors' Meeting
67 Dexter Lane
Rochester, MA 02770

January 4, 2023

In Attendance: Pauline Munroe, President; Michael Cambra, Vice President, Sue Norton, Treasurer; Marjorie O'Brien, Secretary; Marjorie Barrows, Mary Bessey, Pat Joy, Andrew Revell, Sandy Charron, Eric Poulin, Director; Ann Soares, Clerk

No one Absent

Meeting called to order at 1:45 p.m. by Pauline Munroe with confirmation of a quorum.

- 1. Director's contract was corrected from 5 to 3 years as advised by Town Counsel. Sue Norton made a motion to accept Director's contract with correction, Seconded by Pauline Munroe, unanimous vote. Board Members then all signed the new contract as well as the COA Director. Original and copies will be forwarded to the appropriate personnel at Town Hall.
- 2. Job Descriptions- Discussion on the breakfast program and Ken Vieira's time with us through Coastline Elderly's Senior Community Service Employment Program (SCSEP) is expiring on Friday, 3/8/24 which would fall within the time frame of the FY24 budget. When you accept an employee through the SCSEP program you are agreeing to either hire them at the end of the funding cycle or to assist them with finding a placement elsewhere. Discussion as to the remaining 16 weeks from Monday, March 11th until the end of June as to how to pay this person and retain him as an employee. The plan discussed would involve having the Friends of the Senior Center pay this person for the 16 weeks remaining in the fiscal year/FY24. The Friends will be asked to turn over the funding for this position to the Council on Aging. The COA will then turn it over to Town Hall to be deposited in a designated account from which Mr. Viera will be paid. He would essentially be a town employee working 19 hours per week and they would take care of his payroll/tax deductions but the money to fund his position would be from the Friends' fundraising proceeds. The Board agreed with this approach and encouraged the Director to speak with the Friends about it. The next step for the Board though would be to review Mr. Viera's job description. He is our breakfast program chef/Food Safety Manager playing an important role, ensuring that all plates/food leaving the kitchen in the morning and being served to patrons are prepared in a sanitary manner and are safe to eat. The Board reviewed the job description prepared by the COA Director and Andrew Revell made a motion to accept the job description, Seconded by Sue Norton, unanimous vote. The job description will now go to the town's Personnel Board for their review.

- 3. COA Budget for FY 2024- The fiscal year budget 2024/FY24 budget was presented by COA Director Eric Poulin both in writing and as a visual presentation on a large monitor. The budget request is about \$55,242.16 higher than last year's budget but \$52,728.16 of that increase is related to salary line items. The Director is seeking to add a full-time, 35 hour per week custodian in this budget which has been a priority for the Board. The Administrative Assistant's hours are going from 24 to 25 per week and the Board and Director have been seeking a correction for her from a Grade 4 in the classification plan to a Grade 6. The Activities Director's hours are also proposed to go from 15 per week to 19 per week and we are seeking to continue the process begun last year to get her to her appropriate step as she hadn't received regular reviews since her hire date in 2018 and thus had not been receiving the appropriate step increases until this was noticed and partially corrected in the current fiscal year's budget. The Director is also asking for an increase in the salary line item for van drivers, asking for the average of 75 hours per week spread over multiple drivers to be upped to 84 hours per week as we have added more vehicles and more drivers. The Director also explained that he did not allocate any funds to certain line items and would be zeroing out certain line items which were dubbed as redundant. For example, having a line item for Cleaning Supplies and another for Buildings and Grounds Maintenance Supplies. Cleaning supplies are buildings and grounds maintenance supplies so that Cleaning Supplies line item is being zeroed out. There was also a discussion based on questions from Board Members on Electric costs, Newsletter Mailing costs and Postage costs. The Board would like to see if we can reduce the number of people being mailed newsletters and encourage people to either pick up the newsletter in person or to read it online or to develop a way to e-mail seniors the newsletter. A Motion was then made to accept the budget as presented by Andrew Revell, Sue Norton Seconded with unanimous vote.

Motion to adjourn by Marjorie Barrows, Seconded by Sandy Charron, unanimous vote. Meeting concluded at 3:10 p.m.