

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

**February 14, 2024**

**In Attendance:** Eric Poulin (Director), Carol Galante-Dias (Administrative Assistant), Sandy Charron, Michael Daniel, Sue Norton (Vice President), Pat Joy, Mary Bessey (Treasurer), Marjorie O'Brien (Secretary)

**Absent:** Marjorie Barrows, Lorraine Thompson (Outreach Coordinator), Andrew Revell, Pauline Munroe (President)

**Guests:** Ken Viera (Breakfast Program Manager)

The meeting was **Called to Order** by Sue Norton at 9:04 a.m. with confirmation of a quorum (6 of 9 Board members were present).

**I. Acceptance of the Minutes:** Sandy Charron made a MOTION to accept the minutes of the Board of Director's Meeting held on January 10<sup>th</sup>, 2024, Mike Daniel SECONDED the motion, there was no further discussion and the motion **PASSED** by unanimous vote. Sandy Charron made a MOTION to accept the minutes of the Special Board of Director's Meeting held on January 31st, 2024, Mike Daniel SECONDED the motion, there was no further discussion and the motion **PASSED** by unanimous vote.

**II. Treasurer's Report:** Mary Bessey reported that the balance in the Sunshine Fund had not changed since last month. A motion was made by Pat Joy and seconded by Sandy Charron to utilize the Sunshine Fund to purchase a brick in memory of former Board Member Jean Armstrong. The motion passed by unanimous vote. Eric Poulin reported that the beginning balance for the COA budget for FY24 was \$364,667.00 with expenditures thus far into the FY of \$192,400.62, leaving an ending balance of \$172,266.38 through June 30<sup>th</sup>. Mary Bessey made a MOTION to accept the Treasurer's Report; Sandy Charron SECONDED it, and with no further discussion, the motion **PASSED**, unanimously.

**III. Director's Report:**

**1. Transportation & TRIAD:** (Carol Galante-Dias) During the month of January we put 3,200 miles on our vehicles. We have put over *10,000 additional miles* per year over the totals/averages from prior years. TRIAD: Many activities/happenings are planned for 2024. TRIAD has taken the suggestions after each event to make slight changes for the new year. At our Thanksgiving meal, when we typically have the Fire Department talk about fire safety, we plan to have them focus on "Fire Blankets." At our Block Party, volunteers will be able to sign up for times/hours that work for them." Save-the-Date" letters will be sent out to vendors. As our Health Fair is a "for profit" event, we plan to ask \$25 per table. Raffles will be given out every hour. September 11<sup>th</sup> is our First Responder's Dinner. We plan to

start our Women's Self- Defense class but the instructor we were hoping for is now unable to conduct the class, so we are searching for someone else.

**2. Outreach Report:** Lorraine Thompson (Outreach Coordinator) was absent from the meeting, but Lorraine had submitted her Outreach Report for January. The report listed her calls, visits, deliveries, and other assistance provided to our seniors. The Board had no questions regarding January's report.

**3. Breakfast Program:** Ken Viera (Breakfast Program Coordinator) Ken shared that the Breakfast Program continues to be quite busy, and he is happy with the position. Eric said he spoke with Ken about making sure the grill is cleaned before he leaves for the day and Ken said he would take care of that and he asked that if anyone has a concern, please do not hesitate to speak with him. Sue Norton shared that she heard two positive comments about the program and Margie O. said her granddaughter continues to ask when she can come for breakfast. "Over school vacation," Margie told her.

**4. Monday Lunches:** In January, our Monday Lunches collected \$280.00, expenses were \$190.10, leaving us with a profit of \$89.90.

**5. Check-ins for January 2024:** We broke a record with 264 check-ins during the month of January 2024. (Historically, January is a slow month in terms of attendance.) For 18 months in a row now we have set new attendance records every single month.

**6. Director's Evaluation:** Eric thanked the Board for submitting their annual Director reviews and for receiving perfect scores in all categories from all 9 Board Members. He is happy that everyone is pleased with the work he is doing, and he plans to continue that good work in the future. Eric reviewed the "Goals" section of the evaluation document. Goals included overseeing the new landscaping project, updating kitchen equipment, continuing to acquire new vehicles and continuing to work to move forward expansion plans. Eric gave an update on where each item is in the process. For example, the landscaping project will start in April/May 2024 depending on nursery stock. Kitchen equipment is currently being updated through the utilization of a \$15,000 grant. A new 14-passenger vehicle should be delivered in summer 2024 and a 12-passenger vehicle and new minivan were applied for via a grant application in December 2023. We are in the process of having new drawings completed on a proposed expansion and will get updated figures on pricing once those are completed.

**7. New Hires:** Our current FY24 budget includes 30 hours per week of custodial assistance. We have filled the 30 hours per week by hiring three individuals. Paul Santos works 15 hours per week, Mon-Fri, 2-5 p.m. Johnathon Bounds Healy works 9 hours per week, Mon., Tues., and Friday from 10 a.m. to 1 p.m., and Tom Mello works 6 hours per week, Wed., and Thurs. from 10 a.m. to 1 p.m. It was difficult finding one person to fill 30 hours per week given the rate of pay but we managed to find multiple individuals that were looking for part-time hours and we made the situation work for us. We have also hired three new van

drivers: Donald Cuddy, Timothy Tavares, and Mary Webber. With the hiring of these custodians, van drivers and Ken Viera as our Breakfast Program Manager, the COA now has a staff of 18 (20 if you include our 2 Coastline employees who our director oversees when they are working at the COA). We are also fortunate to have about sixty volunteers (this includes the senior work off program) throughout all our programs who help us provide so many quality services to our seniors. All these positions though are part-time and only our director's position is full-time. This presents challenges at times having to rely so heavily on volunteer help but as our FY25 budget will be level funded, we are continuing to make it all work well for us.

**8. Coastline Elderly Feb. 27<sup>th</sup> Event:** Coastline will be offering an opportunity for seniors to visit the State House for "Older Adult Lobby Day". For information on this event, please see the flyer that was distributed to the Board of Directors.

**\*Mail/ Correspondence-** None

**\*Acceptance of Donations-** There was a **MOTION** made by Margie O'Brien to accept a donation of \$5,000 from the Howard Maxim Foundation to the COA, it was **SECONDED** by Mary Bessey, and with no further discussion, the motion **PASSED** unanimously.

**\*Volunteer Update(s)-** An "Activities Planning Subcommittee" met on 2/6/24 and the group was able to put together a schedule of activities through December 31, 2024. Our COA Trips/social group outings will be starting up again in March and planning for that is in the works as well.

**\*Public comment-** None

**\*Adjournment-** With no further business a **MOTION TO ADJOURN** was made by Mary Bessey, **SECONDED** by Sandy Charron, and **PASSED** unanimously. The meeting **ADJOURNED at 9:48 a.m.**