

COMMISSION ON AGING MEETING MINUTES

Tuesday, May 1, 2018

Stoughton Room, Stoughton Area Senior Center

Present: Bob Barnett, Roz Gausman, Lou Havlik, Nancy Hoffman, Barb Manson, Pat O'Connor, Mary Onsager, Faith Schuck, Jeanne Schwass-Long, David Sharpe, Charlotte Snow

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: Susan Wollin

Call to order: J. Schwass-Long called the meeting to order at 11:00 AM.

Elections of COA Officers:

- **Chair:** Motion by B. Barnett to elect **Lou Havlik**, seconded by P. O'Connor; carried unanimously. (A motion was also made by D. Sharpe to nominate Bob Barnett, however he declined.)
- **Vice Chair:** Motion by B. Barnett to elect **Barb Manson**, seconded by P. O'Connor; carried unanimously.

Reorganization of COA Committees:

- Cindy distributed a list of new committee assignments. Contact her if you would like a placement change.
- According to the COA Bylaws, we need two COA and two community members on each committee; as the list displays we need to work on finding more community members.
- Each committee needs a chair and scribe.
- There is no requirement to meet monthly. Committee meeting frequency is guided by the action plans the group is working on.
- L. Havlik added that some recommendations have been made by the Accreditation Committees to be included in the Strategic Plan.
- Staff will initiate the scheduling of the first committee meetings.

March Minutes: Moved by N. Hoffman, L. Havlik seconded to approve with word edits presented by C. Snow; passed unanimously.

Director Comments

- We had interviews for the Volunteer/Program Coordinator position last week and we are currently down to two candidates. One candidate had a meet and greet with staff yesterday and the other will come for one tomorrow. We hope to extend an offer on Friday. We were very happy with the applications that came in this time around.
- We hope to get a new canoe rack, along with kayaks and lighter-weight canoes soon.
- We have a new steam table for the kitchen.
- Annual Report is now complete; thanks to Hollee.
- We have been very busy. We're looking forward to being back to full staff.

Volunteer Handbook: COA recommends that it be printed in color. Hollee will email it to the group for proofreading. D. Sharpe shared we are well off; another agency he recently began volunteering for provided no form of orientation or handbook.

Annual Report:

- Distributed report to COA. It will be shared with City Council members, available for pickup at the Center and on our website.
- Suggestions from the Accreditation Committees will be incorporated in next year's report.
- N. Hoffman questioned whether a comparison of past years totals could be included. Discussion followed that it is difficult to include concisely without taking a lot of space to explain inconsistencies. D. Sharpe shared that such information is helpful to COA. Hollee will email service statistic totals and the comparisons with past years.

Accreditation Worksheets: These were emailed to COA and will be reviewed at the Accreditation Committee meeting tomorrow.

Accreditation Recommendations for Strategic Plan: See attached.

Committee Reports:

- **Program:** will need to reschedule rock painting distribution due to weather.

Legislative Update:

- The City is hiring a new Finance Director. The budget process should begin in June.

Meeting Adjourned: Moved by D. Sharpe, seconded by B. Barnett to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:37 AM.

Next Meeting: Tuesday, June 5, 2018 at 11:00 AM