

The Council on Aging

Meeting Minutes

March 21, 2024

Present at meeting – Carole Mullen, department director, Cheryl Moreci, chair, Bob Casali, vice chair, Dan Malloy, secretary, Charles Duczakowski, Dave Guglielmi. Arlene Williams. On Zoom - Karen Kuligowski, Julia Manning. Absent - Eileen Milaszewski,

The meeting was called to order at 1:01 PM.

November minutes – The minutes were accepted unanimously.

Director's report – Carole spoke extensively about the board's dealings with our future director. She said that while we shouldn't micro-manage, we should pay attention to what is being done. The first item mentioned was the ledger. She spoke about various parts of the budget, and there was some discussion about it. She said that we need to be aware of what's in the budget when it goes to Town Meeting. The board should also receive an outreach report from the director regularly. The director and the board chair can discuss the agenda for upcoming meetings, and board members can ask for items to be added.

Outreach report – The report for the past month shows that the department had 87 interactions with 42 different people. Twenty-eight people were assisted in dealing with MassHealth. MassHealth has eliminated the assets requirement for the buy-in, so now more people qualify for it. Fuel assistance is another category in which many people have been helped.

Meeting with town administrator – Carole and Cheryl met with Mitch Ruscitti about the budget. The only increase in the department budget is three per-cent for staff salaries. They discussed the fact that presently our outreach worker is working for 15 hours a week, and at some point, we hope to have the position funded for 22 hours. Given the financial situation of the town, we may be able to get to 19 hours, but it is doubtful that we'll get back to 22.

Director job description – Carole mentioned that the director job description is rather detailed, but said she had gone through it and didn't see anything that she thought should be eliminated. She suggested that board members could look at it to see what we think about possible removal of parts. Cheryl said she has read it, and it looked fine to her.

Outreach job description – There was some discussion of when outreach worker Nancy Mosher will retire, and how to fill her job when that happens. Carole said that

when we hire a new worker for the position, if we want them to work 19 hours each week, that would cost \$5200 more than the cost of paying for 15 hours. That money could come from the formula grant. She said that the board needs to decide how many hours we want the outreach worker to work. There was also discussion of our ability to pay both Nancy and the new worker for a while, while Nancy trains the new person. Bob said we need to know what Nancy's plans are. The matter of what to look for in applicants for the job was also discussed.

Adjournment – The meeting was adjourned at 1:58.

Respectfully submitted,

Daniel Malloy, secretary