

Rehoboth Council on Aging
Board of directors Meeting
Francis Hall
27 Francis Farm Road
Minutes Of January 25, 2023

- 1) Call to order- 7:04 PM
- 2) Pledge Of Allegiance
- 3) **Members Present**—Dr. Robert Lambe, Ron Whittemore, Sue Laverdiere, Brittany Bixenman **Members Excused** —Associate Member MaryBeth Moriarty, Dr. Bruce Thayer, Charlene Cunha, Neal Harrington **Director Present**—Linda Sherman **Guests Present**—Dr. Richard Panofsky and George Solas
- 4) **Review Past months minutes** — The October 26, 2022, COA Board Meeting Minutes were reviewed, all board members in attendance received a copy of minutes. Ron Whittemore made a motion to approve the meeting minutes; Dr. Lambe seconded the motion. The October 26, 2022, COA Board Meeting Minutes were unanimously approved as is. The November 16, 2022, Minutes COA Board Meeting Minutes were reviewed, all board members in attendance received a copy of minutes. Ron Whittemore made a motion to approve the meeting minutes, Dr. Lambe seconded the motion. The November 16, 2022, COA Board Meeting Minutes were unanimously approved as is. The January 4, 2023, COA Board Meeting Minutes were reviewed, the board discussed that the minutes should be amended to state that one motion (not two separate motions) was made to approve the recommendations from the advisory group to implement a mask mandate and suspend in-person food services at the Rehoboth Senior Center for the month of January 2023. Ron Whittemore made a motion to approve the January 4, 2023, COA Board Meeting Minutes as amended; Dr. Lambe seconded the motion. The January 4, 2023, COA Board Meeting Minutes were unanimously approved as amended.
- 5) **Presentations** - None
- 6) **Expense Report** - COA Board reviewed COA Budget report; no comments or questions were presented by the board members.
- 7) **Director's Report** — Linda Sherman presented her director's report to the COA Board.
 - a. **Food Services** – Meals on wheels continues; In-person food services (Gert's Café, Donuts, and Coffee Wednesdays) have been on hold for the month of January.
 - b. **Dessert & Coffee**—on hold
 - c. **Gert's Café Events**—
 - i. November 28th Anna Deignan did a Cyber Security presentation
 - ii. December 5th—Bristol County Sheriff comfort Dog Jack and handler visited the COA
 - iii. December 12th—Fire Fighter Randy spoke regarding wood burning stove safety Nurse spoke regarding alcohol and medication abuse during the holidays
 - iv. December 19th—We had 80 people plus 25 students from Beckwith, 3 students from D-R, and 3 teachers
 - d. **Acrylic Painting**—is a new class taught by Daisy Gilmore

- e. **Reception Desk:** The new reception desk is in place we are waiting for a computer and phone
 - f. **Nails by Gabbi**—will be the Certified Nail Tech She will do simple manicures on Wednesdays from 10-2
 - g. **Edaville**-December 29th WE traveled to Edaville Railroad for a train ride, lights, food, and The Bristol County Sheriff's Dept drove us to and from Edaville
 - h. **Cricut Mug Class**—January 23 from 1-3
 - i. **Water Update**— Waiting on a design plan.
 - j. **Tech Help**—Tech help will be available on Mondays at Gert's Cafe
- 8) **Old Business**—
- a. Discuss Tripleedemic statistics: The COA Chair stated this information and discussion have been primarily moved to the new Rehoboth board of Human Services and Community Health meetings; Dr. Lambe made note that the numbers are improving.
 - b. Mission Statement Subcommittee report and review Mission Statement: The COA Board Members discussed the new COA Mission Statement that was developed by the COA Board Mission Statement Subcommittee which met on November 29th, 2023. All members present stated they received a copy of the mission statement. Dr. Lambe made a motion to approve the Mission Statement as is; Sue Laverdiere seconded the motion. The new Mission Statement was unanimously approved as is. Dr. Richard Panofsky stated that he would add the new mission statement to the COA website.
 - c. Mission Statement Subcommittee: The Mission Statement Subcommittee was convened; members within the Mission Statement Subcommittee were Brittany Bixenman, Ron Whittemore, and Sue Laverdiere; Dr. Richard Panofsky was also present at the subcommittee meeting as a guest advisor. The subcommittee reviewed the meeting minutes, recommendations were made to amend the meeting minutes for the correction of spelling for Brittany Bixenman's last name; and to state that Dr. Richard Panofsky was present as a guest advisor and not a voting member of the Mission Statement Subcommittee. Ron Whittemore made a motion to approve the Mission Statement Subcommittee meeting minutes meeting as amended; Brittany Bixenman seconded the motion. The November 29th, 2022, COA Mission Subcommittee Meeting Minutes were unanimously approved as amended.
- 9) **New Business** –
- a. COA Board membership review: Brittany Bixenman, clarified that the COA Board is a seven person board, currently with one additional associate board member; a quorum would consist of four members. Dr. Robert Insley, had not been appointed to the COA board as previously thought, he is aware of this clarification.
 - b. COA Infection Control Policy of 2023: Brittany Bixenman presented the proposed COA Infection Control Policy of 2023 to the COA Board, this policy provides guidelines for infection control prevention of respiratory illnesses during times of high prevalence. If approved the COA Director can implement

the policy without requiring the COA board to meet as these recommendations would have been previously approved by the COA Board. Geraldine Hammel, the town's public health nurse, will review when state reporting indicates times of high risk or prevalence of respiratory illnesses and coordinate with the COA Director for when this policy should be implemented. The COA director can coordinate with the public health nurse for the development of appropriate signage needed for policy implementation. Linda Sherman, confirmed that the new higher quality air filters for the filtration system have been delivered and will be installed in the next week. It was noted that it is the discretion of the COA Director if virtual attendance for activities and grab and go meals can be a feasible and an available option during policy implementation. It was noted to amend the policy to fix the spelling error in the subtitle with the correction to "prevalence" and to add "and as interpreted by Rehoboth's public health nurse" following "as indicated by the state and local reporting agencies" in the policy and purpose sections. Dr. Lambe made a motion to approve the COA Infection Control Policy of 2023 effective immediately as amended, Sue Laverdiere seconded the motion. The motion was unanimously approved. Dr. Lambe made a motion to resume normal meal services and activities in accordance with the new COA Infection Control Policy of 2023 and at the discretion of the COA Director starting on February 1, 2023; Ron Whittemore seconded the motion. The motion was unanimously approved.

- c. New Board of Human Services and Community Health Board: This board is an advisory board which makes recommendations on health topics, this board does not require the COA Board to enforce these recommendations but serves as a guideline and resource. The HSCH Board makes recommendations on any public health concerns. The COA Board can submit topics that pertain to public health or human services to The HSCH Board for recommendations and guidelines on these topics of concern.
- d. Transportation update: Discussed possibly utilizing a graduate intern in public health to review and gather information on transportation and compile a report through a literature review, research, and possibly a community needs survey on transportation. This internship and research would be coordinated through Dr. Richard Panofsky as applicable.

10) **B.E.S.I Report** — None

11) **Correspondence** – Thank you letters were sent out.

12) **COA Building Usage** — None

13) **Open Forum** — None

14) **Any other business that may come before the Board:**

- a. Dr. Richard Panofsky discussed the Human Services insert that went out in the Census mailer.
- b. Dr. Richard Panofsky provided an update on staffing at the COA. There has been approval to change the Part-Time Administrative Assistant to be a new Full-Time Administrative Assistant position that will assist with the Senior Center, Outreach, and the Public Health Nurse. Permission has been given to create a

second Part-Time Outreach Coordinator position, and increase the current outreach coordinator position to 24 hours.

- c. The February 2023 meeting was canceled due to scheduling conflicts, the next COA Board meeting was confirmed to be March 22, 2023 at 7:00 pm.

15) **Adjournment**—8:42 PM

Respectfully submitted,
Linda Sherman