



COMMONWEALTH OF MASSACHUSETTS

**Town of Southwick**

**Council on Aging**

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**COUNCIL ON AGING BOARD MEETING Minutes:  
Monday August 10, 2020 12:30pm (ZOOM)**

Topic: COA Board Meeting

Time: Aug 10, 2020 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://southwickma.zoom.us/j/89320912218?pwd=S2l1WnZqbEVXU3pWa285K0pubCtJUT09>

Meeting ID: 893 2091 2218

Passcode: 820574

+1 929 205 6099 US (New York)

Meeting ID: 893 2091 2218

Passcode: 820574

Find your local number: <https://southwickma.zoom.us/j/kdMXzExDJ6>

**1. Meeting called to Order—**

Present at Meeting by roll call vote: Paula LeBlanc, Donna Charron, Harvey Hollm, Patti Phillips, Jack Poci, Associate Member: Donna Foisy

Also present Cindy Sullivan Director of the COA

Absent: Theresa Rogers and Carol Laughlin and Associate Member Harriet Fischer

**2. Minutes: Motion was made by Donna Charron and seconded by Patti Phillips to approve the minutes from the June 8, 2020 meeting. All voted in favor.**

**3. New Business**

**A. Update from Director**

- a. Welcome Donna Foisy: The group welcomed new Associate member Donna Foisy to the group.
- b. Van Drive Arounds: Staff continues to do Van Drive arounds on Thursday afternoons. Delivering goody bags and balloons. Seniors are very happy to the staff. Ending at the end of August.
- c. What has been happening  
Flu Clinic on September 10<sup>th</sup>/ Census 2020- Flu Clinic by appointment. Staff will be outside guiding everyone. Springfield Pharmacy is administering flu shots this year. This event will

take place outdoors. Trying to plan entertainment outdoors for October more to come on that. Tuesday Tent Talks will also be scheduled in the month of September. Classes outdoors will resume from September 14<sup>th</sup> through October 31<sup>st</sup>. We will be offering 6 classes for a fee of \$2.00 per class.

B. Update about programs

**Dining room**—Dining room is still closed. Grab and Go meals are ongoing.

**Brown Bag**- Distribution has been handled by the staff only

**Transportation**- rides to Big Y and Doctors appts continue. Follow CDC guidelines. Driver and rider are both wearing masks.

**Finances**: In good shape at this point. Still waiting for Formula Grant allocation amount to be decided by the State.

**Amendment #1**- Discuss re-opening- We discussed re-opening plan for the actual physical building. Motion was made by Donna Charron and seconded by Harvey Hollm to keep the Senior Center physical building closed through January 1, 2021. All were in favor via roll call vote of those present at meeting. Further discussion will occur in December regarding opening or remaining closed. Staff will continue to provide programming outside and provide essential functions. Motion passed unanimous roll call of all present.

**Amendment #2** Director's Year end evaluation summary: Paula presented End of Year evaluation of Director Cindy Sullivan. She also read into the record a statement regarding her performance etc. Motion made by Donna Charron and Seconded by Patti Phillips to accept the summary of the evaluation as presented and authorize Paula LeBlanc to sign on behalf of the committee. Motion passed by a unanimous roll call of all present. Jack Poci was not audible on the call but was present.

4. Old Business- None

5. Motion to Adjourn: Motion was made by Patti Phillips and seconded by Jack Poci to adjourn meeting at 1:11pm. All in favor of motion by roll call vote of those present.