

MONSON COUNCIL AN AGING ADVISORY BOARD

106 MAIN STREET, MONSON, MA 01057

Meeting Minutes

July 25, 2017

Christine Lapointe is taking notes as secretary Marie Bren is unavailable.

Meeting called to order at 7:10 by Trish Webb

Members Present: Lori Stacy (ex officio), Trish Webb, David Beaudoin, Dot Jenkins, Christine Lapointe, Allan Curtis, Jen Corbett, Ann Chechile

Members Excused: Mel Gustafson

Motion to approve June 27 Meeting Minutes by Christine Lapointe, second David Beaudoin. Minutes approved.

Correspondence:

Trish Webb recommends when minutes are being taken, we refer to first and last names.

We have been presented a letter by Peggy Brannigan to join the board. A motion to accept Peggy's application was made by Jen Corbett and second by Dot Jenkins. All board members in favor. Peggy Brannigan will be taking Russell Bresette's place. Trish Webb is to maintain all letters to join the board. Letters to join the board do not need to go to Mary Watson. Only letters of resignation need to go to Mary Watson, our town clerk. Trish, will send a letter to board of selectman regarding new board members.

Old Business:

Board is discussing creating a new position to support The COA Executive Director. This position would be Assistant to the COA Executive Director. The board would like to present a case that this position would be a non - union position due to the sensitivity of information available to this person in this position.

A motion was made, by Christine Lapointe, to create the position of the Assistant to COA Executive Director. Second by David Beaudoin. All board members in favor.

A motion was made, by David Beaudoin, that the proposed position of the Assistant to COA Executive Director be a non-union position. Second by Dot Jenkins. All board members in favor.

Dot Jenkins requested that Lori Stacy resend copies of all collected sample job descriptions to all board members to read and review as we work to create and structure the proposed job description for Assistant to COA Executive Director. The board has suggested Lori send to Christine Lapointe the current copy of the job description for Outreach and Human Resources

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Coordinator to be used as a working, living document to create a job description for the proposed Assistant to COA Executive Director.

In summary, two projects remain. A letter needs to be written and presented to the board of selectmen to create this newly proposed position. The second project is to create the job description for the proposed new position.

Target Date for completion of written job description October 24, 2017.

A question was asked about how vacations of employees are currently approved. All employees complete a request for time off and present to Lori Stacy. Lori signs off to ensure there are no conflicts. This is first come first serve. Lori's vacation is already in place for the next six months to a year in advance.

Miscellaneous:

- Next three meetings scheduled are August 22, 2017, September 26, 2017, October 24, 2017.
- Board will ask to meet selectmen on November 28th.
- Lori Stacy will create the new board member list for Trish Webb as we transition the Chair position to Trish from Suzanne Ruegsegger.

New Business:

No new business.

Motion to Adjourn made by David Beaudoin. Motion was second by Dot Jenkins. Adjourned at 8:33pm.

Minutes submitted by Christine Lapointe