

Kingston Council on Aging
Secretary Report
Advisory Board Meeting
September 13, 2022

Meeting was called to order at 11:30
Pledge of Allegation was recited.
Thank you, PAC TV,

Board Members present, Joseph Favaloro - Chairman, Caty Starr - Secretary, Donna Weinberg, Wes Meiggs, Joan Hutchinson, Maureen Elwood, Austin Sennett via zoom
Also Present: Mary Beth Lawton- COA Director, Mary Hayes and Bob Latherbee with dog Heidi.

Open Forum

Nothing discussed in Open Forum

Secretary Report - A motion to accept the August Secretary's report was made by Maureen and seconded by Joan. All in favor.

Chairman's Report - Joe Favaloro presented his report which included a positive report card for Marybeth's first two months and then included warning signs of having a stroke and various ways to stay healthy - Copy Attached

Directors Report: Marybeth introduced Bob Latherbee and his dog, Heidi. She opened conversation regarding the Pet Policy. Much conversation ensued about the current policy, the Town House policy regarding service animals only, and the pros and cons and concerns having dogs attending the activities/programs. Questions like who will monitor this, will the animals need to be vaccinated, should there be a limit to the number of dogs, etc. Marybeth will update the proposed pet policy based on our discussion, for our review in October.

- Marybeth discussed the creation of a Code of Conduct and Standards of Behavior for Patrons, which is needed for part of the Accreditation Process. After discussion, there was a motion to accept this document by Joan and seconded by Maureen, all in favor.

- Marybeth revisited the Transportation program with Gatra to better understand how the program operates. The KCOA is not able to make their own routes and adjustments to better serve the Kingston community. Also discussed the candidates for Transportation desk.

- Marybeth is attending the MCOA Conference and is asking all staff members to join her for varying days.

- There is a de-escalation training for staff on 9/20.

- There will be ALICE training for COA staff and board members and friends, taught by Heath Howell.

- Gazebo has been moved to the Town House area and is already being enjoyed by town members.

- Marybeth visited with PAC TV on 8/18 to plan new videos to be more inclusive for members.

- There will be a Friends meeting on 8/26
- Marybeth is working with the Veterans Department to hold a lunch on 11/11. She has purchased bunting for decorating the front of the building.

Health Update - None during this meeting

Friends of the Kingston COA update - None during this meeting.

Working Group update - Caty reported that there has not been any response from the Town Moderator regarding the approval process of the Policies and Procedures and the By-Laws changes, after several emails and a phone call. Austin offered his assistance to try to reach the Town Moderator.

Picnic Table reuse - the board approved to repurpose the tables for other purposes around town. Motion to approve made by Joan, seconded by Caty. All in favor.

Budget Review - Budget is in good shape with the food line being lower than expected.

Age of the Kitchen workers during private usage - discussion around private parties bringing in minors to help prepare and serve food. Rental agreement limits which pieces of equipment can be used, and the age of people that can use them. The age of 16 is agreeable with parental supervision. Serve safe is covered under the one day permit through the town. Agreed that there should be an adult that is trained by our kitchen staff, to use the approved equipment before their event takes place.

Authorized signatory for bill paying. Marybeth has requested being the sole signatory needed to pay bills moving forward, with backup being the Chairman or the Vice Chair can sign if Marybeth is out.

Remembered - A moment of silence was held for Jeanne Casna, who is the mother of Joe Casna, and Ron Studly, who is the husband of Cathy Studley.

Suggestion/Comment Box was empty.

Motion to Adjoin was made by Caty and seconded by Maureen. All in Favor.

Respectfully submitted,
Caty Starr, Secretary

Next meeting will be October 11, 2022 @ 11:30 at COA Senior Center and/or ZOOM