



CITY of BEVERLY
Council on Aging & Senior
Community Center
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CITY OF BEVERLY
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2021 FEB 25 P 12:49

Mayor
Michael P. Cahill
Director
MaryAnn Holak
Assistant Director
Samatha Kossow

Governing Body: Council on Aging Board of Directors

Meeting Place: 90 Colon Street, Beverly, MA

Day, Date: Tuesday, March 2, 2021

Time of Meeting: 2:30p.m.

Signature *Claire-Marie Hart*

Date

2/25/21

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Beverly Council on Aging Board of Directors will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the City of Beverly's website, at <http://www.beverlyma.gov/events/category/city-meetings/#>. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Meeting ID

meet.google.com/uir-xvnb-duc

Phone Numbers

(US)+1 567-275-2692

PIN: 857 953 206#

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City of Beverly's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

BEVERLY COUNCIL ON AGING BOARD OF DIRECTORS MEETING

Tuesday, March 2, 2021

Telephone Conference via Google Meet

2:30p.m.

AGENDA

1. Welcome- Claire-Marie Hart, Co-Chair
2. Secretary's Report-Cynthia Montalbano, Secretary
3. Director's Report-MaryAnn Holak, Director
4. Committee Reports
 - Grant Committee
 - Awards Committee
5. Unfinished business
 - COVID Updates and Responses
 - Property Tax Work Off Program
 - Title VI documents
6. New Business
 - Discuss and Review:
 - Building Emergency Procedure Protocol - Updated to reflect new phone system calling protocol
 - Transportation Emergency Procedure Protocol – newly created
 - Shopping Trips Policy - Updated for content (spelling/grammar/formatting) and to be included with Transportation Policy and Procedures packed given to all new riders (possibly sent out to active current riders as well?)
7. Announcements
8. Adjournment

Council on Aging Board of Directors
Tuesday, March 2, 2021
2:30pm

DIRECTOR'S REPORT

Building Concerns and Usage

New wiring for city-wide Wi-Fi installed in the building –we are not online yet
New web-based phone system installed late December 2020; phone still have some issues, we are working out.
Building Inspection by City inspectional services on January 7, 2021 – we passed inspection
Mural in dining room painted over by contractor – now a blank slate
Snow blower issues
COVID vaccination site; first clinic on February 16; 2nd dose clinic only on March 9.
Second floor is set up for clinics if more vaccine becomes available

Administration and Finances

Hotline for Vaccination information has been set up on our new phone system. A recorded message and a call back within 24 hours of our receiving the call.
State Formula Grant – contract signed by Mayor Cahill and submitted to state. New rules allow us to keep unspent \$\$ for the next fiscal year.
FY'21 Budget plans will be due later this month; Finance Director has requested I add more \$\$ in the budget for building repairs in FY'21.
Two MCOA Service Incentive grants will be submitted on February 26, 2021 -
“Cooks Night Off” \$5,950 and “A Walk in the Woods” \$1878 – we will be notified by March 5
Program and funds must be completed and expended by June 30, 2021
February financial reports

Programs and Events

March 2021 newsletter will be sent approximately 10,000 people ages 60+ living in Beverly
Increased bi-weekly pick-up/delivery of groceries to 50 bags in partnership with Beverly Bootstraps; bus drivers still helping with the delivery
Regular Zoom practice groups with our social work intern, ongoing
Daily Stretch calls ongoing
Walking Club ongoing at Beverly High School track weather permitting
Puzzle & Book Swap on-site, M/W mornings
Craft Grab & Go Programs

Meetings/Activities/Clients/Clients of Concern

Bi-weekly phone meetings with area COA Directors
Bi-weekly phone meetings with Seniorcare, Inc.
Case review with AD, Social Worker, Outreach Coordinator, MSW Intern, and Director
Uptick in Protective Reports filed.

Personnel Updates

Kudos to all staff- especially Sam and Clare for their success in signing people up for vaccination appointments and reassuring others that their turn would come. Also Chip and Brendan for keeping the building clean especially the day of the clinic here at the Center.
City offering all city employees and families access to free COVID testing Feb. 25 and 26