

**New Bedford Council on Aging  
Advisory Board Meeting  
March 9, 2017  
181 Hillman Street, Bldg. 9**

**Minutes**

CITY CLERKS OFFICE  
NEW BEDFORD, MA  
2017 MAY 12 P 4: 00  
CITY CLERK

**Board Members Present:**

Bruce Duarte, Chairman  
Patricia Costa, Co-Chair  
Virginia Morrison, Secretary  
Esperanza Alejandro-Berube  
George Smith  
Joan Swain  
Inez Mello  
Mary Sullivan

**Also Present**

Debra Lee, COA Director  
Cynthia Wallquist, Community Services Director  
Pamela Amaral-Lema, COA Administrative Coordinator  
Karen Main, New Bedford Adult Social Day Coordinator  
Tammy Cabral, Asst. Recreational Leader

**Excused:**

Jane Stott  
Stanley Oceisa

**The meeting was called to order at 9:00AM by Chairman, Bruce Duarte**

**Secretary's Report**

Mr. Duarte asked the board members to read over the minutes to see if there were any questions.

**A motion to approve the minutes from January 12, 2017 meeting was made by Mr. Smith and seconded by Ms. Swain. It was unanimously approved.**

**Appearances-**

**Karen Main-** Ms. Main spoke about how well the new adult social day is going. There are 23 participants who now attend the program. The amount of days attended depend on the individual. A few participants come to the program one to two days while others attend five days. Ms. Main spoke about the therapeutic effect that this program has on the participants and their families. Ms. Main read a thank you letter from a participant's wife that stated how this program has positively changed their lives. The adult social day program offers exercise, craft, social & music programming and much more.

**Tammy Cabral-** Ms. Cabral has worked for the social day program for the last two months. She reported that she has experience with working with seniors and seniors with dementia. She has been able to form a relationship with each senior.

**Old Business-**

**Step Program-**

Ms. Lee stated the senior transportation escort program is a success. Coastline Elderly Services, Inc. has been giving many escort referral. We have a Portuguese speaking escort who is requested frequently for Portuguese speaking clients.

**Inez's Closet-**

Inez's Closet will open around early summer of this year.

**New Business-****Community Development Block Grant-**

The annual Community Development Block Grant was submitted in February by Ms. Lee. The grant covers the salaries of the three senior coordinators. Ms. Lee should hear about the status of the grant by mid-May to early June.

**Aging Mastery Program-**

Ms. Lee received a \$4,000 Aging Mastery program to run out of the New Bedford Council on Aging. It is a three month weekly educational program that offers a free nutritional lunch for seniors. It will begin on July 11, 2017.

**Chairman's Report-**

Mr. Duarte was very pleased with Karen and Tammy's presentation of the social day program. Mr. Duarte stated COA has made many positive changes for our seniors in the community.

**A motion to accept the Chairman's report was made by Ms. Costa and seconded by Ms. Swain. It was unanimously approved.**

**Director's Report-**

Ms. Grant will be moving over to the Buttonwood senior center and Ms. Duarte will be the coordinator at Hazelwood. This transition will begin April 4th. Ms. Lee reported that the SNAP initiative is right on track. Flyers and pamphlets have been given out to seniors at various supermarkets. An outreach worker also attends the senior day at Walgreens pharmacy every first Tuesday of the month. Ms. Lee stated that she is excited about the aging mastery program starting up again in July.

**A motion to accept the Director's report was made by Mr. Smith and seconded by Ms. Swain. It was unanimously approved.**

**Community Services Director's Report-**

The Fresh Start program has been very helpful to many seniors in the community. Ms. Wallquist informed everyone that employees' job descriptions are being tailor to their duties. Fresh start program received a \$5,000 grant to help non elders with the service. She informed the board that the need is overwhelming.

**A motion to accept the Community Services Director's Report was made by Mr. Smith seconded by Ms. Costa. It was unanimously approved.**

**The next meeting will be held on Thursday, April 13th.**

**A motion to adjourn the meeting was made by Mr. Smith and seconded by Ms. Swain. It was unanimously approved.**

**New Bedford Council on Aging  
Advisory Board Meeting  
January, 12, 2017  
181 Hillman Street, Bldg. 9**

**MINUTES**

CITY CLERKS OFFICE  
NEW BEDFORD, MA  
2017 MAY 12 P 4:00  
CITY CLERK

**Board Members Present:**

Bruce Duarte, Chairman  
Patricia Costa, Co-Chair  
Virginia Morrison, Secretary  
Esperanza Alejandro-Berube  
George Smith  
Joan Swain  
Inez Mello  
Mary Sullivan

**Also Present**

Debra Lee, COA Director  
Cynthia Wallquist, Community Services Director  
Kristine Arsenault, Asst. Chief of Staff to Mayor Mitchell

**Excused:**

Jane Stott  
Joan Halter  
Stanley Oceisa

**The meeting was called to order at 9:00AM by Chairman, Bruce Duarte**

**Secretary's Report**

Mr. Duarte asked the board members to read over the minutes to see if there were any questions.

**A motion to approve the minutes from December 8, 2016 meeting was made by Ms. Swain and seconded by Mr. Smith. It was unanimously approved.**

**Old Business-**

**SNAP-**

The NBCOA and Interchurch Council have helped 252 seniors apply for SNAP benefits.

**Hillman St. Educational Series-**

Ms. Lee spoke about the 12-week educational presentation series that started on Tuesday, January 3, 2017. Each week's presentation topic has a different important issue related to aging well. One week has DA Quinn, another week has NB Police Chief Cordeiro, another topic includes writing your own memoirs with former Senior Scope editor, Jeannine Wilson. Seniors requesting more information about the educational series are asked to call the COA main office.

**New Business-**

**Aging Mastery Program-**

The New Bedford Council on Aging applied for an Aging Mastery Program grant from the Massachusetts Association of Councils on Aging. The grant money goes towards providing a healthy lunch during the educational series and for health accessories to go along with the classes.

**Community Development Block Grant-**

Ms. Lee asked the board members for permission to apply for the annual CDBG. The grant covers the cost of the coordinators' salaries.

**A motion to have Ms. Lee apply for the FY18 Community Development Block Grant was made by Mr. Smith and seconded by Ms. Costa. The motion was unanimously approved.**

#### **Chairman's Report-**

Mr. Duarte is happy with social day's progress. He is pleased with the hiring of a Spanish speaking program aide and this will help attract Spanish speaking seniors to attend the program. Ms. Lee spoke about the staff ration of one staff person to eight seniors. Another program aide can be hire once there is 24 seniors in the program. There is currently 22 seniors attending the social day program.

**A motion to accept the Chairman's report was made by Ms. Costa and seconded by Ms. Swain. It was unanimously approved.**

#### **Director's Report-**

Ms. Lee reported that she will be applying for the Community Development Block Grant which funds the senior center coordinators' salaries. Ms. Lee also had a status report for the Elder Mobile Outreach Team that reaches out to seniors with mental health needs. She reported that the Food Bank now has over 100 seniors receiving assistance through this program.

Ms. Lee informed the board about the new senior escort service that we provide through Coastline Elderly Services, Inc. The New Bedford Council on Aging and Coastline Elderly Services, Inc. have a memorandum of agreement and pays the escort \$15 a hour. Coastline Elderly Services, Inc. will inform Ms. Lee on the client's appointment time and the escort will meet the client at their home and a taxi cab will bring them to the physician's office. The escort is just a companion and does not accompany the client in the doctor's office. Once the client is finished with the appointment, the escort and client return to the client's house by taxi cab and the escort is finished for the day. The escort reports to the COA with how many hours they worked.

**A motion to accept the Director's report was made by Mr. Smith and seconded by Ms. Costa. It was unanimously approved.**

#### **Community Services Director's Report-**

Ms. Wallquist reported that 61 homes were plowed out this past snow storm. Ms. Wallquist spoke about the Fresh Start program that has helped many seniors avoid eviction. The program also helps seniors who are transitioning from one residence to another.

**A motion to accept the Community Services Director's Report was made by Mr. Smith seconded by Ms. Costa. It was unanimously approved.**

Ms. Arsenault spoke about the Capital Improvement Plan. This plan includes the renovation of many city buildings including the Hillman St. complex where many city departments are located in. Mr. Duarte asked Ms. Arsenault if she can inform the Mayor about the need of a handicap entrance at the corner of Hillman and Ash St. Ms. Arsenault stated that the Mayor has to make

many tough decisions since there is so much need out there. Ms. Mello wanted to thank Ms. Arsenault and Mayor Mitchell for everything he has done to improve the city.

**The next meeting will be held on Thursday, February 9, 2017**

**A motion to adjourn the meeting was made by Ms. Swain and seconded by Ms. Sullivan. It was unanimously approved.**

**New Bedford Council on Aging  
Advisory Board Meeting  
December 8, 2016  
181 Hillman Street, Bldg. 9**

**Minutes**

CITY CLERKS OFFICE  
NEW BEDFORD, MA  
2017 MAY 12 P 4:00  
CITY CLERK

**Board Members Present:**

Bruce Duarte, Chairman  
Virginia Morrison, Secretary  
Patricia Costa, Co-Chair  
Esperanza Alejandro-Berube  
George Smith  
Joan Swain  
Jane Stott

**Also Present**

Debra Lee, COA Director  
Cynthia Wallquist, Community Services Director  
Linda Morad, City Council President  
Steve Martins, Ward 2 City Councillor

**Excused:**

Mary Sullivan  
Joan Halter  
Stanley Oceisa  
Inez Mello

**The meeting was called to order at 9:10AM by Chairman, Bruce Duarte**

**Secretary's Report**

Mr. Duarte asked the board members to read over the minutes to see if there were any questions.

**A motion to approve the minutes from November 10, 2016 meeting was made by Ms. Swain and seconded by Ms. Stott. It was unanimously approved.**

**Old Business-**

**SNAP-**

The SNAP program is going well. Pam Cole has done outreach to local food pantries and churches in the area.

**Adult Social Day-**

A new program aide was hired for social day. She is bi-lingual in English and Spanish. She works the morning shift from 9AM-Noon. Present attendance is at 18 participants.

**New Business-**

**Thrift Store-**

Thrift store development is well underway. The name of the store is "Inez's Closet".

**Educational Series-**

An educational series at Hillman St. will start on Tuesday, January 3, 2017. It's a 12-week speaker presentation with a brown bag lunch and dessert provided. Topics range from Mental Health, Fraud & Senior Abuse and various other informative topics.

Council President, Morad, and Ward 2 City Councillor, Steve Martins, walked in the meeting to thank the board members for their dedication and hard work. Mr. Duarte stated that the board is very pleased with what Debra, Cynthia and Pamela have helped senior in the community.

**A motion to accept the Chairman's report was made by Mr. Oceisa and seconded by Ms. Swain. It was unanimously approved.**

**Chairman's Report-**

Ms. Lee informed the board about the social day hiring process. There is a quota enforced that the ratio of employees to participants. Right now the quota set by the state is 1:8 (one employee for every 8 participants). Mr. Duarte has to have the financial part explained to the board. Ms. Lee informed the board that any person who is private pay will pay \$35 plus \$7 transportation fee for each day of attendance. They will receive a bill the following month of any expenses accrued the month earlier. Any person who paid by a Senior Care Organization and or by Coastline Elderly Services is imputed through Provider Direct which is an electronic database and payment received after services rendered.

**A motion to accept the Chairman's report was made by Mr. Smith and seconded by Ms. Costa. It was unanimously approved.**

**Director's Report-**

Ms. Lee invited the board to attend the holiday party @ Fort Taber on December 9th. Also, Ms. Lee informed the board that Mr. Smith is now on the Livable Communities task committee.

**A motion to accept the Director's report was made by Ms. Stott and seconded by Ms. Swain. It was unanimously approved.**

**Community Services Director's Report-**

Ms. Wallquist stated that people have signed up for snow removal. Also, The Unitarian Church is now partnering with COA to help offer programs for seniors.

**A motion to accept the Community Services Director's Report was made by Mr. Smith seconded by Ms. Costa. It was unanimously approved.**

**The next meeting will be held on Thursday, January 12, 2017**

**A motion to adjourn the meeting was made by Ms. Swain and seconded by Ms. Stott. It was unanimously approved.**