

BROCKTON COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
MONDAY, Sept. 12, 2011

The monthly meeting of the Brockton Council On Aging,
(Board of Directors) was held on Monday, Sept. 12, 2011.
The meeting was called to order by Chairwoman Irene Clague
At 10:01 a.m.

ROLL CALL: Present were: Sue Alves, Patricia Brindley, Daniel Clague,
Chairwoman Irene Clague, Betty Goldsmith, Lorraine Lalli, Dorothy Lufkin, Mary
Mucci, Harry Owens, Eucley Wooten and alternate Alfred Amoroso
.Absent: Mary Paul

MINUTES OF

THE LAST MEETING: The Minutes of the special meetings held on July 11, July 25
and August 1, 2011 were passed out to all the board members.. A motion to accept the
minutes as written was made by Dorothy Lufkin and seconded by Mary Mucci.

TREASURER'S REPORT: Treasurer Harry Owens read the financial status of the Howard
Fund as of August 30, 2011 was \$55,232.10

CORRESPONDENCE: There were 2 cards, one from retired Director Anne McCormack.
Thanking the Board of Directors for all their help. And to thank everyone for her retirement
gifts. The second one was from our new Director Janice Fitzgerald thanking all for her nice
reception and flowers on her first day as Director.

REPORT OF THE DIRECTOR: Director Janice Fitzgerald's first report.

"I would like first to say thank you to the board for the opportunity to serve as the Brockton
Council on Aging Director. I have worked hard these last few years and want you to know
that I am honored and committed to serve the elder population at the Council on Aging and
in our community. I want everyone to know my door is always open and I will offer my
assistance to all seniors and family members at any time. No question is too small nor a
problem to big."

"Although the first month in my new position has been quite challenging, I am happy to
say that City Hall has been very supportive and helpful as I navigate through the budget
process, purchase orders and payroll. In addition Earle, John and Brian have also been
ready to lend a hand when needed. Maureen Cruise and I conducted interviews last week
and have sent a "conditional offer of employment" to one candidate that I feel will be a
great addition to the COA family. I hope to have everything finalized by the end of the
week. Once I get my replacement in place I hope to be able to look for a part-time Outreach
Worker."

“In the months to come, I will be sharing with you some of my short and long term goals. As of now I am focusing on staffing, a maintenance schedule, programs and events. I have already made plans for our Halloween party, Harvest Luncheon and Holiday Party. The Executive Office of Elder Affairs should be sending out soon our contract for the Formula Grant. This year we will be receiving \$6.25 per elder in Brockton based on our 2010 Census which figure was 15,883 people 60 and older. Last year the formula was \$7.00 per senior and we had roughly 14,466. To some this may sound that we are just about breaking even but in fact we are not. Statewide estimates indicate that we can expect 150,000-200,000 more adults age 60+ in the Commonwealth due to the addition of the Baby Boomer population in this age group. Starting this year, MCOA anticipates another spike to our centers due to requests for assistance in choosing Medicare Part C and D programs. By one estimate 125 Massachusetts residents will turn 65 every day over the next few years. Outreach Workers are the number one source of assistance as the older adults turn to them for information. That is why I feel strongly that we need to do what we can to fill that position. In order to do that I will need to tighten up the belt in some areas. Energy and supply costs will be monitored closely. I will turn lights off in areas that we don't need them and will keep a close eye on the usage of the back door. As of October 1 that back door will NOT be used for entering or exiting the building. Not only are we losing heat and air when people are in and out all day but it is also a security issue. I am not able to keep track of people coming and going from the center. This issue will be enforced and anyone not able to use the side door must see me. Speaking about security I met with the Downtown Business Association the other night. Police chief Conlon was there to tell us of a grant they received to fund “beat officers”. He wanted to know what areas we thought they should walk. I asked that we have them patrol our center because we have a number of homeless people using our covered walkway as a sleeping area. They are leaving behind a mess including drug paraphernalia. I was pleased to meet these officers the other night when I was leaving We spoke briefly. But we feel the visitors are coming after the hours they walk. So I have contacted Chief Conlon and have asked to have the patrol cars check the COA throughout the night if possible. In addition I learned at the DBA meeting that there is a program for Main Street the Mayor is working on that may install some lighting along Main Street which would include the area in front of our fence, a good thing for us”.

“Before I end, I met with a gentleman from AMR who would like to offer a FREE CPR training or refresher for anyone interested. I will be taking the refresher. Anyone interested please see me before you leave today”.

Thank you for your attention

Respectfully submitted

Janice B. Fitzgerald, Director

REPORT OF THE ACTIVITIES

COORDINATOR: No report

UNFINISHED BUSINESS: None

NEW BUSINESS: The Chairwoman stated that the board would now Discuss and vote on the Directors salary. The secretary first read a letter from the director concerning her salary.

The director writes "I am writing to respectfully request a discussion by the Board of Directors on my present salary for the position I am currently holding as the Council on Aging Director. This issue was not discussed during the interview or hiring process.

As it is stated in my contract, the Council on Aging Directors position is a 4 step. If I had 5 full years as an employee of the Council on Aging, upon my promotion I would have started at step 4. Unfortunately salary wasn't discussed so I am at step 1.

I would request at this time the board consider amending my salary from current step 1 to step 3 and request that this amendment be retroactive from August 8, 2011. To explain my recommendation further, as of August 8, 2011 (date started as Director) I should have started at step 3 and upon my anniversary date of August 8, 2012 which places me at a little over 5 years of service, I should then move to step 4. I feel that my experience and education supports this request".

Kind regards

Janice Fitzgerald

A motion was asked for by the Chair and was made by Harry Owens and was seconded by Dorothy Lufkin. Betty Goldsmith asked what the salary was for step 3 and Irene Clague said that it was \$53,635.00. A vote was then taken and it was voted unanimously that the director was to receive the rate at step 3.

ADJOURN: There being no further business to come before the board a motion was made by Dorothy Lufkin and seconded by Betty Goldsmith to adjourn. Meeting was adjourn at 10:53am.

Respectfully Submitted
Daniel Clague (secretary)