

**NEEDHAM COUNCIL ON AGING**  
**October 13, 2016**  
**MEETING MINUTES**

**PRESENT:** Colleen Schaller, Penny Grossman, Ed Cosgove, Carol deLemos, Dan Goldberg, Monica Graham, Susanne Hughes, Tom Keating, Lianne Relich  
**ABSENT:** Phyllis Fanger  
**STAFF:** Jamie Brenner Gutner, Latanya Steele

**CONVENE:** 5:00 p.m. – The Center at The Heights, 300 Hillside Avenue, Needham, MA

**Call To Order – 5:01 p.m. –Colleen Schaller, Chair and Penny Grossman, Vice Chair**  
Colleen Schaller called the meeting to order at 5:01 p.m.

**Acceptance of Minutes:**

**Motion and Vote**

Ed Cosgrove moved that the Board vote to accept the June 9, 2016 Council on Aging Meeting Minutes as amended. Monica Graham seconded.

**The motion carried. The vote was unanimous.**

**Motion and Vote**

Ed Cosgrove moved that the Board vote to accept the September 15, 2016 Council on Aging Meeting Minutes as amended. Monica Graham seconded.

**The motion carried. The vote was unanimous.**

**Chairperson’s Report – Colleen Schaller & Penny Grossman**

C. Schaller recapped her conversation with Kate Fitzpatrick, Town Manager and Chris Coleman, Assistant Town Manager regarding the Health and Human Service Director job description. C. Schaller noted that the draft job description is not available to the relevant Boards at this time per Town Manager. C. Schaller mentioned that she would like to see a draft of the job description right away. A brief discussion followed on the process. C. Schaller stated that she would not comment on anything until she has had an opportunity to see what is written. J. B. Gutner pointed out that the Town Manager has not met with the Youth Commission Board of Directors as of the date of this meeting. C. Schaller stated that Chairs and Vice Chairs of the Board of Health, the Council on Aging and the Youth Commission would meet once the Town Manager has had a meeting with the Youth Commission Board of Directors.

C. Schaller spoke about the news of J. B. Gutner’s plans to step down as Executive Director of the Council on Aging, effective December 9, 2016. C. Schaller stated that LaTanya Steele, Assistant Director/Social Worker Supervisor would step into the position of Interim Executive Director and would continue her position as Social Worker Supervisor. J. B. Gutner stated that staff members are aware of her plans to step down as Executive Director. J. B. Gutner added that staff is great about working together and will

as always continue to move forward not letting services or programs suffer because of a transition.

The conversation veered to a discussion on the Executive Director timeline. J. B. Gutner noted that it has been her experience that once the announcement to leave has been made known the hiring process begins. She will let the Assistant Town Manager know that COA Board is requesting to post her position before she leaves in December if possible.

### **Executive Director Report – J. Brenner Gutner**

The Board expressed their appreciation for a great and informative Executive Director's Report. A general conversation ensued. C Schaller stated that the multi-generational cooking class being planned was perfect. J. B. Gutner stated that she appreciated the involvement of Amy Goldman, NCE Program Director, and Jen Tuttleman, Nutrition Outreach Coordinator. J. B. Gutner stated that more information on the collaborative initiative will be shared as it unfolds.

D. Goldberg stated that C. deLemos made a good decision to cancel Board member participation at the NBA Harvest Fair.

C. Schaller commented on the Health Care Proxy information in J. B. Gutner's report. She stated that she found the Health Care Proxy procedures were not helpful to her as she dealt with issues about her mother's care. C. Schaller added that she found the MOLST (Medical Orders for Life Sustaining Treatment) Form helpful. She spoke about the form and its benefits versus the Health Care Proxy. J. B. Gutner stated that she will scan and send the form to the Board.

C. deLemos thanked the staff for organizing the Senior CharlieCard Event. This was a great event. J. B. Gutner stated that 60 applications were processed and that twenty more people came in specifically with questions on their cards.

### **Friends of the Needham Elderly, Inc. Report**

J. B. Gutner stated that the Friends met. Their meeting focused on their annual business appeal mailing. J. B. Gutner added that the letter should be ready for distribution in November.

### **Committee Reports**

There were no reports.

### **Board Member Updates**

Board members expressed their deep sadness on J. B. Gutner's decision to step down as Executive Director.

Susanne Hughes stated that she attended the memorial service for Helen Hicks on Saturday, October 8<sup>th</sup>. S. Hughes spoke about the stories that were shared Helen's life while growing up. S. Hughes noted that the service for Helen Hicks was very nice.

Monica Graham spoke about her amazement on the number of people gathered in the parking lot for the annual Fireworks this past July. M. Graham asked if the patio area could be used during the annual Fireworks display. C. Schaller stated that Town Manager is not accepting of this idea because of security. She added that the Fire and Police Departments are at their maximum capacity during this time.

M. Graham stated that Watertown does not have a League of Women Voters. She added that the League of Women Voters of Needham presented in Watertown. M. Graham stated that she was surprised by the low turnout. D. Goldberg stated that the new Director, Anne-Marie Gagnon, is dynamic. He added that things will change. J. B. Gutner stated that Ms. Gagnon has a great background and a great personality. M. Graham complimented the COA Board on the great work in Needham.

T. Keating stated that he is more and more involved with driving veterans to hospitals. He stated that he has driven as far away as Brockton and New Hampshire.

Dan Goldberg stated that Open Enrollment would begin in Watertown.

C. deLemos asked about the interview of a potential new Board member. C. Schaller stated that she would contact the Board of Selectmen for an update. C. deLemos share her recent experience with dealing with a family member with dementia.

Colleen Schaller thanked the Board for their condolences on passing of her mother. C. Schaller spoke about the Needham Exchange Club's annual Sunshine Special outing for seniors. She stated that it is a day, which includes a mystery ride out of the area, lunch, and entertainment.

Jamie Brenner Gutner asked for Board member help on Election Day. T. Keating and P. Grossman and S. Hughes offered to help.

## **Adjournment**

### **Motion and Vote**

**P. Grossman made a motion to adjourn the October 13, 2016 COA Board Meeting. S. Hughes seconded the motion. The motion carried. Unanimous Vote. The meeting adjourned at 5:48 p.m.**

*Respectfully submitted by, Cheryl Gosmon, Notetaker*