

The Senior Center *Ashfield • Buckland • Shelburne*

West County Senior Services District Board of Managers

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MINUTES

Thursday, March 14, 2024 — 4:30 p.m. — Senior Center in Shelburne Falls

Board of Managers (BOM) members: Present — Sylvia Smith, Shelburne Council on Aging (COA) representative, convener; Janice Fleuriel, Buckland COA representative, notetaker; Todd Olanyk, Ashfield; Amy Shapiro, Ashfield; Christine Baronas, Shelburne

Senior Center Consortium (Consortium) members present: Juli Moreno, Senior Center Director; Penny Spearance, Shelburne COA

Community attendee(s): Barry Del Castilho, Buckland; Bob Dean, FRCOG Director of Municipal Services

1. **Convene meeting:** Sylvia convened the meeting at 4:30 PM.

2. **Introduction of Board of Managers appointees and membership status**

Attendees introduced themselves. Sylvia noted that Penny, Barry, and Todd were part of the former senior center expansion working group.

3. **Minutes of 2/15/24 meeting**

Christine moved to approve; Janice seconded; passed with 2 abstentions (Amy, Todd — not at that meeting).

4. **Plan to elect officers**

Update from Sylvia: the BOM is still short 1 Buckland representative; Regina Purinton is still interested but has been delayed due to health issues. The group agreed to hold off until there is a full BOM complement.

5. **Transition Planning Updates**

a. **FRCOG possibilities for transition planning support — Bob Dean**

Update from Bob: he has approval to work on this project, with approximately \$3500 to put toward his time between now and Oct. 1; if any additional funding were available he could put in more time.

b. **Personnel policy**

Update from Juli: Penny sent her the information she had. The policy will need to be revamped, which will take a lot of time; the work can follow on Barry's footwork comparing the three town's policies, and she and Penny will report regularly as the work progresses. There is no accountability built in to any of the policies

(e.g., what's provided to employees for clarity, employee accountability for work time). Revamping will include discussion of grievance, performance reviews, absence accountability, and flex/comp time.

The group discussed the following topics: inclusion of job descriptions; checking with other resources (e.g., towns) for policy models; checking with employees about items to address (Juli noted that employees have questions, mainly around benefits and stability); inviting employees to a BOM meeting to discuss questions or just to start to get to know BOM members; having employees complete an anonymous survey; addressing any staff anxieties about whether staff makeup will be exactly the same to start and how positions will be filled; the group agreed there is no intention to make staffing changes as part of the transition plan.

Action: Juli will reach out to some senior centers about policy models and consult other things she has saved.

Action: Juli will check with employees on how they're feeling about the transition, and float the idea of inviting them to the meeting after next.

Action: Bob will provide the FRCOG personnel policies.

c. Insurance and Retirement transition

Update from Juli: She tried to get a little more clarification from Shelburne, and reviewed the summary notes she wrote up (attached); Shelburne currently charges 3% of the total Senior Center budget, but the cost for providing these services to the District could go up to as high as 10%; the current FRCOG accountant service might go away after the next fiscal year. The summary document includes contact information for Hampshire Insurance Trust (413-584-1300, no one specific to talk to) and Franklin Regional Retirement System (413-774-4837 – ext. 7 is for the Executive Director, Kristin Mathis).

Todd suggested communicating to employees that everything is staying the same until the District is ready, and that the BOM will keep people informed along the way.

Action: Bob will follow up with Franklin Retirement.

Action: Janice and Juli will follow up with Hampshire Insurance Trust about continuity of coverage for staff who transition from Shelburne employees to District employees.

Action: Juli will follow up with Chief Guyette on how the Shelburne Falls Fire District works.

d. By-laws

Syliva emailed the Consortium by-laws to the group.

Christine and Todd expressed interest in working on these. Amy asked if it was best to have the whole group review these together; the group agreed.

Christine noted that some specifics in the by-laws could maybe be more generalized.

Todd suggested taking one section at a time, and seeing how the timing goes. The group agreed. Sylvia offered to mark changes during group review sessions. Barry suggested reviewing the by-laws in conjunction with the Act to be sure to include whatever the Act says has to be there: Session Law - Acts of 2022 Chapter 402 - Massachusetts Legislature – the URL is malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter402.

Action: Every member should review Section A of the by-laws for the next meeting.

e. Tasks and timeline

Update from Janice: She and Sylvia met to create a tasks timeline based on a Google doc Janice created to centralize the tasks list and progress notes. The group liked this idea and agreed it could be part of a folder with other documents such as the by-laws.

Bob cautioned about complying with open-meeting law in using the Google Doc approach. The group discussed this, and agreed that the tasks document can only be used in ways that don't offer opinions or amount to deliberation between people (e.g, someone can add a note asking to discuss a topic/paragraph at the next meeting, but cannot offer any opinion about it outside of a meeting).

Action: Janice will give the meeting attendees editing rights to the tasks document.

Action: Janice will add the link to the Act to the tasks document.

6. Public Comment: None.

7. Next meetings:

April 11, 11-12 PM, Senior Center and Zoom

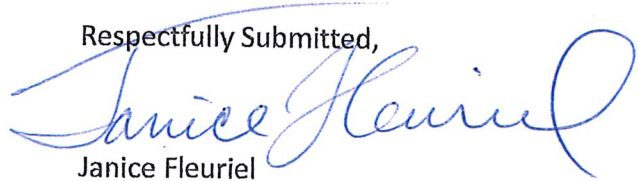
May 16, 11-12 PM, Senior Center and Zoom

Sylvia reported that the Senior Center Board of Directors voted at their 3/14/24 meeting to approve the text of the request to the state for \$100,000 for District planning funding.

Action: Sylvia will submit the request.

8. Adjourn: Todd moved; Janice seconded. Passed unanimously. Sylvia adjourned the meeting at 5:38.

Respectfully Submitted,



Janice Fleuriel