

Newton Council on Aging and Advisory Board Meeting  
Meeting Minutes – February 26, 2013  
Newton Senior Center

Present: N. Brown, J. Colino, S. Farnham, J. Fischbach, H. Gunner, N. Hartstone, J-E. Heffron, A. Hoffman, M. Knapp, E. Krasney, S. Paley, E. Picard, J. Picard, C. Rose, E. Rosenbaum, D. Salzberg, N. Scammon, R. Sherman, D. Sostek, J. Stolbach

Absent: T. Shoemaker, H. Haywood, C. A. Shea, M. Clafin, A. Cooper (all notified).

I. Call to Order

- A. The meeting was called to order at 7:35 p.m. by Marian Knapp, Chair.
- B. The minutes were read and approved pending small changes.

II. Strategic Plan

- A. M. Knapp and J. Colino continue to edit the Strategic Plan to assure that it is internally consistent with the Vision, Mission, and the overall planning process.
- B. Currently the Newton Senior Center staff, COA and the Department of Senior Services each has different mission statements. The Strategic Plan provides the opportunity to create overarching statements.
- C. In order to carry out the strategic plan the NDSS and COA/AB must complete a comprehensive needs assessment.
  - J. Colino reported that money for a needs assessment is available through a donation from a local long term care facility that has been held in a revolving account. She will request that the mayor docket the approval for the expenditure. The docket item will then go to the Board of Aldermen for approval.
  - The needs assessment would include an analysis of city and other demographic data, as well as potential surveys and/or focus groups.
  - University of Massachusetts Gerontology Institute has performed needs assessments for other communities.
- D. To assure that the Vision, Mission and Strategic Goals are in the forefront of our thinking, we will display them at all COA/AB meetings.

III. Strategic Planning Discussion and Reports

A. Discussion

- 1. Several committees are being formed to address initial priority issues identified at the last COA/AB meeting: Housing; Transportation; Community Awareness & Engagement.
- 2. All Committees must follow a similar format to be consistent in our approach.
- 3. We are working with a “top down” and “bottom up” approach by paying attention to the Vision and Mission while connecting with relevant work that is going on in the city.
- 4. All Committees should begin its work by answering several questions:
  - a. What is our goal for this committee?
  - b. What data do we need to assure our goal is appropriate?
  - c. What are the barriers to achieving our goal?
  - d. Who should be part of the committee?
- 5. Questions and Comments to be addressed as we move forward.
  - a. What autonomy do committees have?
  - b. The AB gathers information and makes suggestions for Executive Committee

(Commissioners') approval.

- c. Monthly AB meetings are reporting sessions for committee work.
- d. The COA/AB should be organized into clusters and create a sense of a working board. Each COA/AB member may choose one of the three areas to work on.
- e. We should have a more formal procedure for establishing committees.

#### B. Reports

1. J. Picard is convening a committee on Housing and asked for participants. She will have guest column in the TAB in March to explain concepts about Reasonable Cost Housing.
2. H. Gunner has convened a committee on Mobility/Transportation. She reported on the City's Transportation Advisory Group (TAG), which is comprised of people concerned about cyclists, pedestrians, and transit. This group is looking at the potential for bus shelters in areas where there are substantial numbers of older residents. Holly, after an introduction through Jayne, has done some initial work with the Information Technology Department to plot age related data along with bus route data on a GIS map.
3. D. Sostek, as part of Awareness and Involvement, is the liaison to the All Students Care (ASC) service group from Newton North High School which is planning a Spring Fling-Intergenerational Festival on April 27, 2013. She asked for other participants. Through this project students will learn about the NSC and the seniors will learn about NNHS.

In addition, Diane currently gives tours of the senior center to new people and will be giving tours on 4/26.

#### IV. Other Reports:

- A. Membership: None at this time.
- B. Springwell: There is a new Springwell Director-Rachel Steiner.
- C. Senior Citizens Fund: None at this time.
- D. Legislative: None at this time.

#### V. Old/new business

- A. Every COA/AB board member signed the conflict of interest booklets. A link for an online training and test to clarify the ethics involved will be e-mailed to everyone to study and take.
- B. On March 14, 2013 there is a library program co-sponsored by the NDSS and Jewish Family and Children's Services on the importance of arts as we age.
- C. People spoke about the LGBT Aging project workshop held at the NSC in February.
- D. The upcoming tax override discussed for information purposes.
- E. NDSS Volunteer Recognition event, April 23, 2013 at 1:00 p.m. at the Senior Center.
- F. Ana Gonzales, Newton Community Engagement Director will join us at our April meeting.
- G. BCAN (Brookline Can) will be invited for a future meeting to discuss their Age Friendly City initiative.

The meeting was adjourned at 9:35.

Submitted by Carol Rose

**Next meeting: Tuesday, March 19, 2013 (a week early due to Passover).**