

LEE COUNTY SENIOR SERVICES ADVISORY BOARD MINUTES

Wednesday, August 15, 2018

The Enrichment Center Conference Room, 1615 S. Third Street, Sanford, NC 27330

Board Members Present: Trudy Forrest, Mary Ann Gaster, Henry Merritt, Jim Payne, Joyce Smith, Mary Upchurch
Board Members Absent: Cleo Bryant, Commissioner Robert Reives
Staff Present: Debbie Davidson, Janice Holmes, Melanie Rodgers, Debbie Williams
Guests Present:

1. 8:30 a.m. Jim Payne called the meeting to order, welcomed the group and introductions were made. Jim Payne announced a quorum is present and asked if there were other items for the agenda. With no further items, Mary Upchurch made a motion to accept the agenda, seconded by Henry Merritt, all in favor.
2. Jim Payne asked the board if they had read the minutes from the May 16, 2018 meeting and if there were any questions or corrections. With no questions, Henry Merritt made a motion to accept the minutes, seconded by Joyce Smith, all in favor.
3. There were no public comments.

Jim Payne requested to move to item number 7. Debbie Williams. Debbie reviewed upcoming program information and distributed the August 2018 Center Post. With many new programs and activities for Senior Center Month and the fall, she encouraged board members to participate and share information with the community. Debbie welcomed suggestions from the board for senior center programs.

8:36 a.m. Trudy Forrest arrives.

8. Debbie Davidson advised the Board of County Commissioners approved the Lee County FY2019 budgets for Senior Services and COLTS. Since the last meeting on 5/16/2018, Lee County received an additional \$29,810 FY19 Home and Community Care Block Grant funding. The new HCCBG allocation for FY19 is \$415,769. This is a total \$48,170 in grant funds, nonrecurring for future years, and \$5,252 in local match funds. The additional dollars will provide more wheel chair ramps in the home repair program, replace fitness equipment and other senior center operation needs and increase home delivered meals served. The Board unanimously agreed to the placement of the additional \$48,170. Jim Payne asked Debbie due to the recent articles in The Sanford Herald, if the FY19 Lee County budget is not favorable for Senior Services. Debbie replied the additional HCCBG funds are Federal and State with a required 10% local match so that will help with needed expenditures. The BOCC approved FY2019 Senior Services and COLTS requested budgets so at this time, the Senior Services Department is financially sound. Debbie announced The Enrichment Center, Inc. Board secured a vendor to make repairs to The Enrichment Center walking trail. The FY 2020 NCDOT/PTD Administrative & Capital budgets for COLTS are in process with staff and due 11/2/18.

4. Debbie Davidson administered the Oath of Office to new board member, Mary Ann Gaster.
5. Debbie Davidson announced this is the first meeting of the new fiscal year, 2019 and time for election of officers. She entertained a motion for nominations of Chair. Henry Merritt nominated Jim Payne for Chair. Jim Payne accepted the nomination for Chair and the nominations closed. Trudy Forrest seconded Jim Payne for Chair, all in favor. Debbie Davidson entertained a motion for Vice Chair. Joyce Smith nominated Cleo Bryant for Vice Chair. Due to Cleo's absence from the meeting, Janice Holmes contacted Cleo by phone. Cleo accepted the nomination for Vice Chair and nominations closed. Trudy Forrest seconded the nomination for Cleo Bryant for Vice Chair, all in favor.
6. Janice Holmes distributed materials and provided orientation about the philosophy of the center, legal issues such as liability and confidentiality and the volunteer policy handbook. Each board member

signed a Volunteer Code of Ethics form. Melanie Rodgers distributed materials and provided the political and financial environments in which the center operates. This includes the July 2018 Financial Report, how the center fits into the community, relationships with the BOCC, the chain of command and decision-making, the funding streams and authorization of purchasing. A copy of the orientation materials are included in the original minutes. Jim Payne reminded the Board about the one call system the center uses to announce meetings and programs, and to give alerts about inclement weather delays and closings. Jim Payne asked if the center has an AED and who can use the device. Debbie Davidson said yes, the center has an AED, automated external defibrillator. It is located on the wall outside of the game room. Several center staff members have training to use the device; however, participants may operate the device if they have had training. The Good Samaritan Law protects staff members and participants who assist with someone during an emergency. Debbie Davidson let the board know if a person is in need of assistance due to a fall or other emergency, staff members or volunteers are to announce on the intercom, Code Blue and the location of the emergency. An example is, "Code Blue Grand Hall." Debbie Davidson advised the board members that they are the review board for Enrichment Center facility rental requests and grievance committee. Senior Center Program Director Debbie Williams accepts the requests and authorizes approval. If needed, the Senior Services Advisory Board will provide an answer or input regarding facility rental requests or grievances by clients or participants.

9. Mary Upchurch, Trudy Forrest and Jim Payne provided information from the last Triangle J Area Agency on Aging Advisory Board meeting at Research Triangle Park. Mary Upchurch shared information, Medical Aid in Dying. Mary recommended the center provide the program. Trudy Forrest reminded the board there is an open seat on the Tri J AAA Advisory Board for Lee County. The next meeting is September 18, 2018. Jim Payne explained that NC has regions and our area is Triangle J, which includes Chatham, Durham, Johnston, Lee, Moore, Wake and Orange counties.

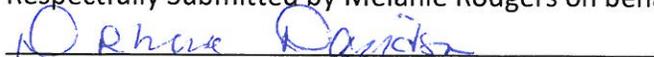
10. Mary Upchurch reported the next STHL, Senior Tar Heel Legislature meeting is in October 2018. Approval of Resolutions for 2019 should take place.

11. Old/New Business – Debbie Davidson announced the center has four interns coming for a period of 12 weeks, depending on the students' program: Human Services and Health/Wellness Physical Fitness from CCCC and two from UNC Chapel Hill School of Nursing.

12. Debbie Davidson announced the next meeting date is Wednesday, September 19, 2018. Several board members will be away on an Enrichment Center overnight trip during that time. She suggested meeting a week sooner, 9/12/18. Jim Payne agreed and recommended. Trudy Forrest made a motion to meet September 12, 2018, seconded by Mary Upchurch, all in favor.

13. With no further business, Jim Payne entertained a motion to adjourn. Mary Upchurch made the motion to adjourn, seconded by Mary Ann Gaster, all in favor.

Respectfully Submitted by Melanie Rodgers on behalf of Debbie Davidson, Secretary



Jim Payne, Chair

