

Minutes for Special Council on Aging Meeting

March 21, 2019

Meeting called to order at 10:30 AM by Chairperson, Kerry Flaherty with members Jill Tucker, Judy Zahn, Amanda Zygmunt, and Director Jane Betsold present. Susan Hurley was unavailable to attend due to a previous commitment.

1. **COA Director Position** – Director Jane Betsold presented the Council on Aging Board with her written letter of retirement. A motion was made by Judy Zahn, with regret, to accept the letter of retirement from Jane Betsold from the position of Council on Aging Director, stating her last day of work will be July 5, 2019. 2nd by Jill Tucker. So moved.

Discussion moving forward:

- a. The position needs to be posted, Kerry will speak with Town Administrator, Marlene Michonski where to post.
- b. A sub-committee needs to be formed for the search process. Kerry suggested possibly a 4 member committee. Marlene Michonski has expressed interest to assist in the process. Two Council on Aging Board members also to serve. Amanda Zygmunt expressed interest and has contacted the Ethics Commission as she also holds the position as Office Assistant under the COA Director. She will only serve on the committee but will not vote to hire. Also, to have a senior from the community serve on the search committee. Jane will look into someone who is active with the COA and might be interested.
- c. If the position does not get filled the Board may need an interim or Board member to assist with the Office Assistant until someone is hired.
- d. Need to discuss the Transportation program further as to whether the scheduling can be done by an administrative position through the Transportation program and supervised by the COA Director position.

2. **ADJOURNMENT:**

A motion was made by Judy Zahn, and 2nd by Jill Tucker, to adjourn the meeting. So moved.
Meeting adjourned at 11:05 AM.

Respectfully submitted,



Jane Betsold, Recording Secretary