

Minutes of the Commission on Aging Meeting  
Garvey Senior Activity Center, Leonardtown, Maryland  
Monday, January 28, 2013

**CALL TO ORDER**

Start Time: 1:00 p.m.  
Location: Garvey Senior Activity Center, Leonardtown, Maryland  
Chaired By: Bettie Broadhurst

**PRESENT**

**COA Members:** Bettie Broadhurst, Norma Pipkin, Crystal Menear, David Ryan, Cindy Williams, Gail Murdock, Deborah Johnstone, Janet Kellam, Agnes Butler

**Department of Aging and Human Services Staff:** Lori Jennings-Harris, Director; Stephanie Tench, Sr. Administrative Coordinator

**ABSENT:** Elfreda Mathis

**APPROVAL OF AGENDA**

- Motion to approve the agenda as amended was made by Gail Murdock and seconded by Cindy Williams; all were in favor and the motion carried

**APPROVAL OF MINUTES**

- Motion to approve the amended November 2012 minutes was made by David Ryan and seconded by Crystal Menear; all were in favor and the motion carried

**OLD BUSINESS**

• **Friends of Ripple Projects**

- Since Mr. Sam Brown's term as a COA member expired in December 2012, it was recommended and agreed Ms. Harris will report on Friends of Ripple projects and events, as needed

• **Review of Annual Report**

- Review of the 2012 Annual Report has been presented to the Board and is ready to be sent to the County Commissioners
- Motion to approve the Annual Report was made by Norma Pipkin and seconded by Gail Murdock; all were in favor and the motion carried

**NEW BUSINESS**

**Welcome New Members**

• **Deborah Johnstone**

- Ms. Johnstone gave a brief overview of her background and experience

• **Janet Kellam**

- Ms. Kellam gave a brief overview of her background and experience

• **Maintenance of COA Files**

- Ms. Williams made a suggestion relating to the maintenance of files and doing a debriefing toward the end of the year - Ms. Broadhurst made the suggestion that the responsibility of the files should be the Chairperson, along with a back-up with the Department of Aging
- Will discuss further at the next meeting
- Taking the minutes was discussed to determine who would take the minutes in the future. Mr. Ryan wanted to follow Bylaws and have the Secretary of the Commission prepare the minutes. Ms. Harris indicated she would like the Department to continue preparing the minutes to maintain uniformity and consistency. It was decided to let Ms. Menear and Ms. Tench work out a method that was acceptable to Ms. Harris

- **Bylaws**
  - Mr. Ryan suggested re-examining the language of the Bylaws and feels the COA should be autonomous and independent from the Department or outside source relating to the roles and responsibilities of officers
  - Ms. Kellam stated the Bylaws indicate what the responsibilities are for each position on the commission
  - Ms. Broadhurst stated the language of the Bylaws is confusing and vague
  - Mr. Ryan made the suggestion to have the Agenda follow the Bylaws outline
- **Calendar**
  - Due to meeting conflicts with the holidays, Mr. Ryan made the suggestion to hold the May meeting on the 20<sup>th</sup> and the December meeting on the 16<sup>th</sup>
  - Suggested doing a calendar with all events and committee meetings posted
- **Garvey Senior Activity Center**
  - Mr. Ryan has strong concern with working together on getting the Garvey Senior Activity Center funding and building project moved up sooner than 2018
  - Ms. Williams to follow up with a letter previously sent to the Board of County Commissioners
  - Mr. Ryan suggested preparing for the next Capital Improvement Project Budget now to make convincing argument to the Commissioners to obtain the money for the new Garvey Senior Activity Center
  - The letter sent to the Commissioners regarding the Garvey Senior Activity Center was discussed. Ms. Broadhurst and Ms. Harris affirmed it was sent and they had copies, but the status was undetermined. Ms. Harris stated she would follow up
  - Ms. Harris suggested contacting Pat Myers for suggestions and guidance on supporting a new Garvey Senior Activity Center
- **Health Enterprise Zone**
  - Ms. Butler introduced information about St. Mary's Hospital MedStar being identified as a grant recipient
  - Ms. Harris added St. Mary's MedStar applied for Health Enterprise Zone funds for needy areas which will provide medical attention for rural and low income residents
  - Will be for the Great Mills, Lexington Park and Park Hall areas
  - Will provide transportation
- **Meeting Minutes**
  - Mr. Ryan voiced concern over the responsibility and accuracy of the minutes and feels it is the Commission members' responsibility to approve the accuracy of the minutes
  - Mr. Ryan requested that the minutes be completed and ready to be sent when the 7 day meeting notice is sent which is in accordance with the Bylaws and Ms. Harris stated that would not be an issue to do so
- **Correspondence**
  - Mr. Ryan asked if e-mail was the preferred method of communication with members. All members concurred e-mail was the preferred choice of communication
- **Additional Information**
  - Mr. Ryan provided the following handouts:
    - Suggested Committee List
    - Proposed Calendar for 12 Commission on Aging Meetings
    - Suggested new Agenda Format
    - Draft 2013 Events Calendar
    - Proposed Outline for Garvey Renovation
- **Nominating Committee**
  - Ms. Broadhurst would like to discuss the Nomination Committee Report during the next meeting since new member did not have an opportunity to review the report. All members agreed

## **ACTION ITEMS**

### **Election of New Officers**

- Mr. Ryan and Mr. Murdock worked together to produce draft protocols for the Nominations Committee due to no existing rules or standards
- Mr. Ryan stated the Protocol for the Nominating Committee was based on a rating system and recommendations
- Ms. Broadhurst presented the topic of the election of the new officers and turned over the topic to the nominating committee members, Gail Murdock and David Ryan.
- Mr. Murdock addressed the Commission members three times for any opposition of proposed candidates
- Mr. Ryan proposed new officers be accepted by acclamation
- Motion to accept the slate of new officers was made by Mr. Murdock and seconded by Ms. Williams; all were in favor and the motion carried

## **UPCOMING EVENTS**

- The upcoming United Seniors of Maryland Forum to be held on March 19<sup>th</sup> was discussed and was decided the Department of Aging will pay for registration costs and a member count would be finalized by the next meeting in February. \$15 registration fee and lunch is provided. Please come prepared with questions or topics. Good source for contacts. If attending, let Ms. Tench know by February 25<sup>th</sup>. If attendees cancel, it is suggested they reimburse the Department
- List of site visitation. Start thinking about dates for on-site visitation of Long Term Care facilities, starting with Chesapeake Shores Nursing Center

## **DIRECTOR'S REPORT**

- RSVP dinner will be held on March 20<sup>th</sup> at the James Forrest Tech Center. Registration starts at 3:15 p.m. In order to attend, guests must be a registered RSVP member
- The Tri-County Commission on Aging conference is scheduled for on May 16<sup>th</sup> from 10 a.m. to 2 p.m., in Calvert County. Calvert is asking for suggestions on topics. Please send any suggested topics to Stephanie. St. Mary's will host the event in 2014
- Staffing- Stephanie Tench is the Department's new Sr. Administrative Coordinator; the Department is looking to fill the Food Service Technician position at the Northern Senior Activity Center
- Encouraged COA members to suggest church or community groups to whom the Department may present information about the Department's programs and services. If there are any interests in what is commonly known as the "Road Show", contact Jennifer Hunt

## **RSVP Time Records**

Be sure to turn in to get the volunteer hours counted

## **NEXT MEETING**

The next scheduled meeting will be February 25, 2013 at the Garvey Senior Activity Center beginning at 1:00 p.m.

## **ADJOURNMENT**

Motion to adjourn was made at 2:30 p.m. by Bettie Broadhurst and was seconded by Cindy Williams; all were in favor and the motion carried.