

Minutes

Ad hoc Senior Steering Implementation Committee

Wednesday

July 10, 2019

5:30 to 7:00PM

South Portland City Hall Basement Conference Room

Members Present: Maxine Beecher, Susan Henderson, Anthony Grande, Carol Kilroy, Adele Edelman, Peter Stanton, Alan Cardinal, Kathleen Babeu, Phil Smith, Lisa Joyce, Jim Walsh

Members absent: Bernadette Kroon, Diane Gotelli, April Caricchio

Meeting called to order by Adele Edelman

Review of Minutes: Minutes of July 10 accepted. It was noted that the allotted 15,000 is now available to the Committee since the fiscal year started on July 1. Also the remaining money from the previous committee, \$ 1,476.50, is available

Operating Principles and Membership

The Council approved the proposed changes in membership and the Operating principles at the meeting on June 13th. (see attached) Sue emailed the City Manager to ask if it was appropriate for a non member to take minutes on a city committee. He felt it was appropriate.

Sue spoke with Deqa who has regretted not being able to attend meetings because of her other responsibilities. She would like to step down as a voting member and offer to help as able. The group accepted her resignation and a motion was made by Peter and seconded by Carol that April Caricchio replace her on the Committee. The motion passed. Sue will present that change to the Council for approval and update on website. .

Alan Cardinal agreed to take on the role of book keeper/treasurer and organize records so that as money is allocated for sub-committees, record keeping would clearly identify spending status. He will prepare a template of a recording sheet to share with the Committee. It was reviewed that all money spent will be approved by the Committee and a record kept of the approval and noted in the minutes. Monthly printouts of our budget line including money spent and remaining will be obtained.

Mention was made of the references on our website. It was clarified that these references are meant to offer resource information to Committee members. To get to the list go the City of South Portland home page, then in the banner on top of the page, click on Government, then click on Boards and Committees. These are arranged in alphabetical order so scroll down to Senior Steering Implementation Committee and click on that. Then you will see minutes and agendas, at the bottom of that list you will see Senior Steering Implementation Committee Resources.

Continued discussion recommendations and subcommittees to implement

There was discussion about the need to develop a process for the sub-committees to report regularly to the Committee (even if only to say that they did not meet) to give the Committee time to consider what is happening before the meeting to make decisions. To that end, it would be helpful if something could be sent out to Committee members by the first Weds. of the month. Lisa Joyce will bring a mark- up of a form she has found helpful for the group to consider. It is important that the process not be burdensome for subcommittee chairs.

Sue updated group about input re Shopper's Links. There has been some registration but little use of the service. Zoe Miller requested input from the group re our suggestions. Phil felt that the use of the service was a cultural change. People may be a little psychologically uncomfortable to try and for them, the discomfort shifts the cost/benefit analysis to sticking with what is. A really big publicity push now was recommended plus seeking to extend the pilot longer. Lisa took flyers for the library. Sue said and Phil would write a letter to the editor in the Sentry and email feedback from group to Zoe.

Kathleen reported for the Communication subcommittee and said they were first looking at Food Insecurity in terms of available resources and promoting information.

There was general discussion about the Housing subcommittee. Sue and Maxine identified snow removal and sanding as critical requests of seniors in the past. Providing sand buckets could be an obtainable achievement this fall and snow removal need be explored.

Jim Walsh has expressed interest in working on strategies to obtain tax relief for seniors.

Lisa Joyce is the outreach librarian for the S.P. Library. She shared things that the library does such as delivering books to home and supplying to Housing Authority senior housing buildings. The library has a concert series and does programming to outreach to seniors, for example Memoir writing. The programs make seniors visible as members of the community. There is also a need to coordinate with the Community Center.

Date and time of next meeting

The next meeting will be August 14 in the City Hall Basement Conference Room from 5:30 to 7pm. Agenda will follow and will focus on activating sub-committees in areas of priority.

Recording :Sue

Attachment:

**The ad hoc Senior Steering Implementation Committee,
referred to herein as ("The Committee").**

Mission Statement: Committee Purpose (As written in City Council order #137-18/19)

The Committee is charged with implementing the recommendations contained in the Report of Findings and Recommendations as presented to City Council on January 22, 2019 by the ad hoc Senior Citizen Advisory Committee. In general, these recommendations are geared toward

helping seniors have better access to services and infrastructure so they may live safely and with dignity as they age.

Some specific tasks for the Committee shall include:

- I. Establish measurable, time-oriented goals for implementing the report recommendations;
- II. By January 2020, begin implementing recommendations related to communication of resources, housing maintenance, and transportation;
- III. Establish ongoing advocacy efforts for items requiring another entity to complete; and
- IV. Explore volunteer and grant opportunities, corporate partnerships, and request additional funding to implement and sustain recommended programs.

This *ad hoc* Committee shall remain in existence until such a time as it has achieved implementation of the recommendations contained within the report. Unless otherwise extended by City Council, this Committee shall dissolve on February 1, 2022.

Committee Members:

This Committee shall include nine voting members and two ex-officio (non-voting) members. The Committee shall elect its own Chair, Vice Chair, and Secretary. The Chair shall be responsible for compiling meeting agendas and ensuring meeting notices and agendas are posted in a timely manner with the City Clerk's office, running meetings, and serving as a liaison for the Committee to various staff and outside entities. The Vice Chair shall assume the duties of the Chair in the Chair's absence or when assigned by the Chair. The Secretary shall be responsible for taking meeting minutes and submitting the approved minutes to the City Clerk's office.

The Committee may form its own sub-committees and appoint members from the Committee and general public to these sub-committees at its discretion. These subcommittees may be dissolved by the Committee as it deems necessary. All subcommittees shall be dissolved when the Committee itself is dissolved. (See Part C of Order).

Vacancies: If a Voting member slot should become vacant, this vacancy shall be filled by: 1) the Committee making a recommendation to City Council for a replacement member within 30 days of a vacancy existing, or 2) after a vacancy exists for 31 or more days, the Mayor may recommend an appointee to fill the vacancy, subject to the approval of the City Council. At least one member of the City Council should be represented on the Committee in an ex-officio capacity. Council may add an additional ex-officio position in order to achieve this requirement.

Budget: Any funds allocated to the Committee shall be used broadly by the Committee to pursue its purpose as outlined in Part B of this Order. All fund allocations must be approved by the Committee. The Committee may make additional budget requests for purposes consistent with

Section B of this Order by voting to request the City Manager include such funding in future fiscal year budget recommendations. Such requests may be considered by future Councils but funding shall not be guaranteed."

BE IT FURTHER ORDERED, upon passage of this Order, the *ad hoc* Senior Citizen Advisory Committee shall be dissolved and any remaining funds allocated to that committee shall be re-allocated to the new *ad hoc* Senior Steering Implementation Committee.

BE IT FURTHER ORDERED, the City Manager shall include in his Fiscal Year 2020 budget recommendation an allocation of \$15,000 to the *ad hoc* Senior Steering Implementation Committee to be used consistent to pursue its purpose as outlined in Part B of this Order. All fund allocations must be approved by the Committee. The Committee may make additional budget requests for purposes consistent with Section B of this Order by voting to request the City Manager include such funding in future fiscal year budget recommendations. Such requests may be considered by future Councils but funding shall not be guaranteed."

BE IT FURTHER ORDERED, upon passage of this Order, the *ad hoc* Senior Citizen Advisory Committee shall be dissolved and any remaining funds allocated to that committee shall be re-allocated to the new *ad hoc* Senior Steering Implementation Committee.

BE IT FURTHER ORDERED, the City Manager shall include in his Fiscal Year 2020 budget recommendation an allocation of \$15,000 to the *ad hoc* Senior Steering Implementation Committee to be used consistent with the purposes outlined in Part B (of Order) above.

***ad hoc* Senior Steering Implementation Committee
Operating Principles:**

Meetings:

- 1) Meetings will be held regularly as established by the Committee, but no less than monthly. Draft meeting minutes will be distributed to both steering committee and subcommittee members a minimum of 7 days prior to all steering committee meetings.
- 2) Meeting minutes will highlight topics discussed in the order of the agenda, including votes and general meeting outcomes. Meeting minutes will include a budget report that identifies expenditures, total balance and unspent expenditures previously approved by majority vote of the Committee. All expenditures will designate person(s) responsible for reports, expenditures and receipts.
- 3) Meeting outcomes will be relayed as outlined by the committee order above, to the South Portland City Council and posted on the City Website.
- 4) Meeting minutes shall also include the proposed agenda for the next committee meeting, including Old and New items.

- 5) The Committee will establish a quorum of at least 5 members of the steering committee in attendance at any meeting including at least 1 voting officer of the Committee, either the Chair and/or the Vice Chair.
- 6) Meetings will adopt the following structure:
 - a) The Chair or designee will call the meeting to order.
 - b) The Chair will establish if a quorum exists. 5 permanent members of the committee including 1 voting officer, either the Chair or Vice Chair.
 - c) The Chair may review basic rules of decorum and meeting structure as needed reminding members as needed of the meeting structure and applying Roberts Rules of Order as deemed necessary.
 - d) The Chair reads the proposed agenda including Old and New items in order of the agenda.
 - e) The Chair opens the floor to consider the agenda and to entertain motions to amend the agenda, such as changing the agenda order or superseding the agenda for urgent matters. A majority vote from members of the committee can allow a change in agenda.
 - f) The Secretary or designee will read the budget report and refer members to the written meeting minutes as distributed.
 - g) The Chair moves that the Committee accept the meeting minutes and budget report as written. (Motions may be entertained to edit reports at this time.)
 - h.) Agenda items are considered as listed in order. The Chair will facilitate discussions on agenda items allowing equal time for stated positions and questions. Motions for any agenda item may result in the item either being approved, withdrawn by the proponent, debated, amended, tabled or voted down by majority vote. Tabled items may need time for further development and can be added to old items for the next meeting or tabled indefinitely until the motion has been more fully developed. All passed votes will be recorded.
 - i) The Chair will end the meeting period 10 minutes prior to the designated end of meeting in order to wrap up remaining tasks and plan for the next meeting. An exception to this rule may occur with a majority vote supporting an extension to the meeting to complete specified items within a specified time frame.
 - j) The Chair will review the list of old items and new items for the agenda for the next committee meeting and entertain additions or changes.

k) The Chair will restate future tasks for the committee and subcommittees and person(s) responsible.

l) The Chair will establish by majority vote, the date, time place and duration of the next committee meeting.

m) Without objections, the chair will move to adjourn the meeting.

n) Minutes, budget reports and next meeting times will be distributed for the next meeting cycle no later than 7 days prior to the next meeting.

SUB-COMMITTEES:

1) Sub-committees will meet regularly as determined by the committee members. Sub-committees will meet to focus on targeted projects as established by the mission statement of the committee. Agenda's and time frames for these sub-committees will be established by the committee.

2) Sub-committees will report to the committee all progress and information related to the work of the sub-committee via steering committee meetings and written reports as needed.