

# MINUTES

## Advisory Committee for Age Friendly Bowdoinham

### June 10, 2024

**Committee Members Present:** Maureen Booth, Ann Hartzler, Mary Kelley, Deb Smith, Lois Smith

**Members Absent:** Karen Mayo

**Staff:** Jason Lamoreau

**Guests:** Louise McCleery, Ambassador/Spectrum Generations (via zoom)

#### I CALL TO ORDER

Maureen established a quorum and called the meeting to order. Members welcomed Louise to the meeting.

#### II APPROVAL OF AGENDA

The Agenda was approved as distributed with the addition of two additional items from Ann Hartzler pertaining to monthly luncheons and the Summer Concert supper.

#### III APPROVAL OF MINUTES

Lois Smith noted that Grace McCarthy was not in attendance at the May meeting. The minutes of the April 10, 2024 meeting were approved with an amendment to delete Grace McCarthy from attendance.

#### IV COMMUNITY CONNECTOR PILOT

Since the last meeting, Lois and Maureen have been working on a job description and workplan for the Outreach Coordinator, both of which are required by the end of June. Members reviewed each of these documents and made the following comments:

##### ***Outreach Coordinator Job Description (May 30, 2024 version)***

- Louise shared with the Committee a job description that was generated by using AI Copilot based on the overview of the Community Connector Pilot. Everyone liked the simplicity of the Copilot version while recognizing some of the content was not accurate with respect to the responsibilities of the Outreach Coordinator in the Bowdoinham pilot.
- Louise noted that the Overview of our draft version makes it difficult to discern responsibilities of the Outreach Coordinator versus those of volunteers. She suggested that the description begin with a clearer articulation of how these roles relate. Members agreed.

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- Maureen reported that Patricia Oh recommended that the job description make clear that this is a non-Town position and that the stipend would be paid directly by the Maine Center on Aging to the Coordinator. Members agreed to make that a clear statement in the opening paragraph of the Overview.
- All members agreed that the Essential Functions and Responsibilities were worded to imply that the Coordinator had to develop all operational systems from scratch whereas most systems and protocols will be based on those centrally developed. Members agreed that wording should be adjusted accordingly.
- Under Work Environment, Maureen proposed adding that Coordinator may need to work during the evening and weekend hours. Members agreed to add.

Follow up Action:

1. The Task Force agreed to make the above changes and send to Patricia Oh for review no later than June 30.

#### ***Outreach Coordinator Ad***

A preliminary list of possible candidates for the Outreach Coordinator identified through interviews with key influencers in Town, it was agreed that a public announcement also should be publicly posted to make the recruitment more transparent. Members recommended that this be brief with key aspects of the job and the opportunity to receive more information by contacting Jason.

Follow up Action:

1. The Task Force agreed to prepare an announcement and share with Patricia Oh by June 15.

#### ***Outreach Coordinator Workplan (May 30, 2024 version)***

- VOLUNTEERS/Recruit: Develop Volunteer Agreement should be revised to read “Develop and complete” Volunteer Agreement. The timeline should extend throughout the pilot.
- INTAKE AND OPERATIONS: Similar to issues raised in discussion on the job description, tasks should be revised to read “Adopt” as opposed to “Design” to reflect access to systems available under the central Pilot.
- PUBLIC AWARENESS: First item should be revised to replace “Adopt and implement...” with “Implement...”

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- QUALITY IMPROVEMENT: Second item should be revised to replace “Develop and submit...” to “Submit ...”

#### Followup Action:

1. Lois will revised the workplan and present to Task force for review by June 30.

Mary asked Louise for information on the extent of training through the Pilot that will be available to Coordinators, especially at the initial training on September 5. Louise shared with the group a preliminary proposal for the following topics to be covered: Empowering conversations; Communications with service providers; Interaction with People and Building Trust; Aging and Dementia; Non-violence and de-escalation; Leadership; Advising and advocating; Mental health; Elder abuse; How to Partner; Setting Boundaries; Confidentiality.

Mary also asked Louise whether it was possible to seek 2-year funding given that participation by Lifelong Communities was lower than expected. She agreed to check with Patricia.

#### Followup Action

1. Louise will check with Patricia to see if volunteers and coordinators are invited to the September 5 training and whether thought was being given to extending the pilot to two years.

## V. STAFF REPORT

Jason reported on the following:

- The Town has received a EMS Stabilization grant of approximately \$17,000 for training and equipment.
- Surveys to better understand interest in a community paramedic program are currently out. So far, 25 completed surveys have been received.
- The Maine Health Access Foundation (MeHAF) remains interested in the Town’s request for funds to study the feasibility and operations of a community paramedic program. MeHAF has requested additional information about data sources that will be used for the feasibility study and the timeframe and costs of the study.
- Three fire and rescue volunteers have signed up for a community paramedic training program that is being offered.

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- There seems to be recognition that outages will be with us as part of global warming and that greater focus will be placed on the issue in local preparedness training. Jason also noted that residents wishing to locate available shelters during an outage can call “2-1-1”.

#### Followup Action:

1. Jason and Maureen plan to submit a revised proposal to MeHAF seeking a grant to study the feasibility and operations of a community paramedic program by the end of June.

## VI. FOOD MATTERS

Ann reported on the upcoming June luncheon and the August 4 Concert Supper

**Luncheon:** Ann noted that Karen would not be available at the June 13 luncheon and that a volunteer was needed to help clean up and collect donations as she had to leave at 12:30p. Maureen offered to come around noon to help.

**August 4 Concert Supper:** Ann distributed a proposed menu and workplan. Several outstanding questions remain: will tables and chairs be stored close by for easy access in setup and breakdown; will the Town provide trash bins and liners; can crockpots at Merrymeeting Hall be used by those making chili before the concert and returned by the following Monday?

#### Followup Action:

1. Maureen offered to contact Betsy Steen about use of crockpots
2. Ann will follow up with Yvette about tables, chairs and trash bins/liners
3. Mary, Deb and Ann offered to make chili. More information is needed on distribution of vegan v meat and quantities.
4. Maureen offered to make coleslaw.
5. Susan Saucier and Jennifer will make 3 of the 5 cornbreads and all of the cupcakes.
6. Ann will keep everyone posted as time gets closer to the event.

## VI. QUILT FOR RECREATION RAFFLE

Mary displayed an unbelievable quilt made by Nan Curtis out of tee shirts collected by the Recreation Department over the years. The quilt will be raffled off during Bowdoinham Days to benefit the Department. Members agreed to send Nan a thank you note and gift card from Enterprise Farms for her extraordinary effort. It was also agreed that the quilt should be on display at the June 13 luncheon for all to see.

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**ADJOURNMENT**

The Committee adjourned at 3:30 pm for a reception in honor of Peggy Muir who is leaving the Committee to live on Bainbridge Island, WA. The next meeting is scheduled for 1:30 pm on July 8, 2024.

**Approved by:**

\_\_\_\_\_  
Maureen Booth, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Lamoreau, Older Adults Services Coordinator

\_\_\_\_\_  
Date