

**Woonsocket Senior Center  
Board of Directors Meeting**

**Minutes of the November 18, 2010 Board of Director's Meeting**

**Attendance: Roger Bouchard, Germaine Gaulin, Delores Joly, Pauline Demers, Matt Wojcik Director of Human Services**

**Also Attending: Charles Ryan Business Manager/Senior Center, Jill Anderson, Executive Director Senior Services and Linda Plays, City of Woonsocket Department of Human Services and Mike O'Connell of Apex Technology**

- Call to Order: Meeting was called to order by interim chair Matt Wojcik**
- Approval of Minutes: Review and approval of minutes of the November 4, 2010 meeting. MOTION made by Bouchard to approve as presented, seconded by Gaulin. All in favor to approve minutes as presented.**

- **Nomination/Selection of Board Chair—Wojcik asked for nominations for selection of chair. Primary task for the chair is to preside over meetings in an orderly fashion. Demers nominated Bouchard, but he declined the nomination. Demers then nominated Peloquin (who was absent). Wojcik advised that the group could nominate Peloquin in his absence and he could always decline the nomination. MOTION was made Demers and seconded by Bouchard to nominate Peloquin to be the board chairman. All in favor.**

- **VOUCHERS: There weren't any vouchers to be submitted as per Chuck Ryan.**

- **Power Assisted Doors/ discussion: Wojcik elaborated on the topic to include the overall access to the building. He passed around an email from Paulette Miller Federal Grant Administrator an opinion from an inspector from the Housing and Urban Development (HUD) Department talking about the ramp. Making the determination that the ramp is not in compliance with the Uniform Accessibility Standards. The Wojcik pointed out the dispute about the ramp is very minor and maybe even be disputable. Peloquin has already gone out and measured and found that we are in compliance and has agreed to draft a letter with his official opinion and stamp. The other issue is in respect to an inquiry of a constituent about the use of power doors at the center. Wojcik said although we are not required by any standards to have power assisted doors, they are certainly a**

convenience. He did make some inquiries about cost and surprisingly they weren't that expensive—between \$ 2200-\$ 3800 and the current condition of doorway and accessibility to electricity would factor in. He said where the difficulty may arise is trying to find a RI builder to work under a CDBG/publicly funded project. Because it requires prevailing wage. Wojcik said he is working with local contractors to see if a quote can be obtained. He said there should be a list of priorities that the board should address and questioned if this was one of them. The group agreed that when they see someone having difficulty with the doors-there always seems to be someone willing to help. Bouchard says that if this is something that really isn't necessary that he recommends the board focus on an issue that has more need.

- Ryan asked for a preliminary plan/review of the loading dock area to be considered the Main Entrance, since many people already use it as such.

- Internet Connectivity at Senior Center: Wojcik addressed this subject after being contacted by Jill Anderson regarding the slowness and whether current set up is adequate regarding the internet service at the center. Mike O'Connell of Apex Technology is the IT consulting group contracted by the city. O'Connell did look at the servers initially and concludes there may be a virus or network equipment that "just is not up to snuff". He does not think it's a modem problem because there would be dropped service if that were

the case... O'Connell offered to look at the wiring and bring in his laptop to connect with the internet. He asked who to coordinate with and was told to contact Mr. Ryan in his role as building manager. He would then offer his recommendation about what should be done. Anderson also mentioned that Senior Services is in the process of instituting a new system with fobs/ activated card and scan it in front of a kiosk. The scanner then reads "who" scanned and follows a process of asking a series of questions that can be answered on the touch screen as well as making lunch and activity reservations. Anderson says it is hopeful that the system will be up and running by January. She directed the group to the company's website [www.myseniorcenter.com](http://www.myseniorcenter.com). Anderson inquired if they could use space in the "coffee bar" area, which is in an area where there is a lot of traffic, yet would also be somewhat central. Anderson said that this is in an area of which Senior Services does not pay rent. Anderson said it would not require a lot of space and Ryan said that he would do his best to accommodate that request. Wick asked the parties to try and work it out. Anderson said right now it would just be Senior Services programs, but whatever happened in the future with other agencies as there is a license involved and would be amenable to sharing the fee associated with it. Bouchard asked that the minutes reflect that it was brought up by Senior Services and the board had no objections to the request. Anderson said in the long term it will be a great tool for them to gather statistics. Anderson said it will be paid for through a grant and not city monies.

• **Bylaws:** Wojcik passed around a draft of bylaws for review and but will entertain a motion at the next meeting for adoption. Demers asked if she had any questions/comments prior if she could email them to Plays or Wojcik and was told yes. Bouchard posed the question of whether this is an advisory board or a full fledged Board of Directors. Wojcik said it is a Board of Directors with recommendation with the city council acting as the final authority. The Board will come up with a budget as well, but approval again rests with the council. Anderson pointed out the two non profit agencies that are current tenants having contracts already in place to provide certain specific services. Wojcik clarified it by saying this board would come up with a menu of desired services/programs and it would be up to the service provider for delivery and the board review. Demers asked when a service provider would be chosen. Wojcik said the board will advertise for bids and what services would be provided. Bouchard asked what the definition of the primary service provider. Wojcik said it is a single point of contact for the city to interact with regarding activities and decisions that happen at the Senior Center. Bouchard asked “if it boiled down to a person or an agency” and Wojcik told him it would be an agency. Demers asked if one agency would be responsible for what happens at the Senior Center and Wojcik responded in the affirmative. Programs such as Meals on Wheels and Adult Daycare are absolutely essential and supported by the Mayor. Demers said a total review of activities and night time/weekend rentals are what the board should be looking at. Some members expressed concern about the cleanliness of how

**things are the following day after group rentals.**

**Demers said these groups should be told if they come into a room that is clean it should be stressed to them that's how it needs to be left and it is there responsibility. Wojcik said if members had specific concerns they should think about a resolution for the next meeting.**

- Adjournment The next meeting will be held on December 9th at 10:30 a.m. The meeting was adjourned at 11:45 p.m.**

**Respectfully Submitted by**

**Linda S. Plays**