

**Woonsocket Senior Center
Board of Directors Meeting**

**Minutes of the February 17, 2011
Board of Director's Meeting**

Attendance: Deb Chiacu, Pauline Demers, Germaine Gaulin, Delores Joly, Dan Peloquin, Chair & Matt Wojcik Director of Human Services

Also Attending: Jill Anderson, Executive Director Senior Services and Linda Plays, City of Woonsocket Department of Human Services, Roger Petit RSVP

- Call to Order: Meeting was called to order by Chairman Dan Peloquin at 10:15 a.m.**
- Approval of Minutes: Review and approval of minutes of the January 13, 2011 meeting. MOTION made by Demers to approve as presented, seconded by Joly. All in favor to approve minutes as presented.**
- Public Comment: Roger Petit spoke as President of RSVP. He told the group that Chuck Ryan would no longer be attending the meetings and he would be representing him. Mr. Petit was under the impression that Mr. Ryan was a board member, but it was clarified by**

the chair that he was not according to city ordinance, but that Mr. Petit could attend and participate, but not have a vote. There was no other Public Comment.

- **Presentation of Vouchers:** Wojcik told the group that at the end of January the compiling of associated vouchers would now be handled primarily through city hall. Invoices are now being directly received there. The only thing that is slightly different is the vouchers from JT Electric who is now affiliated with Nolin Electric as his business was bought out by them and technically the board needs to authorize the new vendor. The total amount of vouchers submitted was roughly \$ 21,000 worth of expenses for the last couple of months including wage reimbursement for 2 full time/ 2 part time employees. Roughly \$ 82,000 has been expended since to July 1-present. Wojcik passed out a pie chart with details representing breakdown of expenses. Wojcik made a MOTION to approve the vouchers as presented, seconded by Chiacu with all in favor. Petit inquired when/if the transition of payroll from RSVP back to city hall. Wojcik anticipates questions like that will be addressed and that consideration would be with the Primary Service Provider. Wojcik says if the RFP goes out within the next couple of weeks, interviews and a pre-bid conference takes place by the end of March and the PSP could be in place by April 1st and hopefully no later than May 1st.

- **RFP/Primary Service Provider:** Discussion included having a

scoring system in place as a basis of scoring interested parties for the Primary Service Provider. It should be disclosed to all bidders prior to them applying. A relevant point was brought up—what are we going to be a Senior Center or a Community Center. Wojcik says that all bid procedures must be followed. The board should decide which items should be placed as most important and scores must be weighted. Once the scoring system is in place this could be disclosed to bidders as a pre-bid conference. Wojcik says items that should weigh heavily with bidders are someone that has experience with adult day care and meal nutrition for several hundred people each week. The RFP will include services that should be provided or are currently provided at the Senior Center. In return for these services will provide a successful bidder with consideration of them for occupation of the building in with the value of them not paying rent. The additional value is it's a city owned building that has an annual contribution for expenses and also payment of utility bills. Wojcik says the ordinance requires that the Primary Service Provider contract to provide services already existing in this building if they are unable to provide them themselves.

- Chairman Peloquin suggests a punch list be made with all items—minor/ongoing that has to be addressed regarding repairs should be forwarded the individual that gets designated with the responsibility of handling. Wojcik he would like to bring in city inspectors to look at building and offer suggestions and contribute to that punch list. Wojcik suggests that the punch list of items be

forwarded to Mr. Ryan, the building manager to address and also asked Mr. Petit to relay this information to him as well. Request (this is the 2nd request, the latter through Roger Petit representing RSVP/Chuck Ryan) for list of who has keys for building and job description of employees. Discussion included who has keys to the building including groups that come in at night/weekends. Ryan previously told the board that each of the keys is associated with a code/alarm code. Gaulin requested that a list be provided to the board. Wojcik agrees that this should be provided on an annual basis. A list of job descriptions was requested as well of all current fulltime and part time personnel and list of their job duties. Demers also suggests that a supervisor sit down with the staff and explain responsibilities and is satisfied with work performance.

- **Adjournment--** The next meeting will be held on March 3, 10:00 a.m. **MOTION** was made by Demers and seconded by Joly. All in favor. The meeting was adjourned at 11:33 a.m.

Respectfully Submitted by

Linda S. Plays