

Up Island Council on Aging Board Meeting

DATE	July 21, 2026
LOCATION	Chilmark Tri-Town Ambulance & zoom
ATTENDEES	Cindy Mitchell, Chair (WT); Beth Kramer (WT); Jay MacLeod (AQ); Paul Manning, Vice Chair (AQ); Paul Bailey (CH); Peter Cook (CH); Garrison Viera (WT)
STAFF	Bethany Hammond, UICOA Director

Call to Order: Meeting was called to order at 9:01 AM

Approval of 6.16.2026 draft Meeting Minutes: Beth motioned for approval; Cindy 2nd; all approved by roll call of the June 16 draft Board minutes.

Strategic Planning and Facilities Reports

Facilities: Beth indicated that there is nothing new to report as the WT Facilities Committee has not met.

Elevator letter: The group discussed the final draft of the letter to the Town's Select Boards. The letter, in summary, communicates the accessibility challenges at the Howes House and recommends starting discussions on short term and longer-term solutions.

Beth moved to approve the draft letter predicated on incorporating her recommended edits. Paul Bailey, the author of the letter, agreed to make final edits and send the final version to Beth and Bethany by end-of-day Tuesday, July 21. Beth motioned to approve the letter, Cindy 1st and Jay 2nd; approved by roll call

After some discussion the group determined the letters should be sent to each town's Town Administrator who in turn will make the necessary notices and towns' meeting agendas.

Bethany will send out the letter to the Town Administrators.

Kitchen Upgrade: Bethany indicated the UICOA was awarded a \$20K MCOA grant to upgrade the HH kitchen. The upgrade will include required plumbing upgrades, installation of compliant sinks, and replacement of selected appliances.

Paul Bailey suggested looking at 'scratch & dent' appliances as means to save money; the group was not overtly inclined to this idea.

Paul Manning will assist with procurement and oversight of the kitchen upgrades, working alongside Bruce the WT town plumber. Paul Manning has a connection to a supplier that may offer free shipping.

Up Island Council on Aging Board Meeting

Transportation Update: Bethany provided an update on the UICOA's forthcoming transportation program.

Bethany is finalizing the agreement between UICOA and Healthy Aging MV (HAMV). The agreement will provide support and funding for launching the transportation program. Lauren Bagnall from (HAMV) will lead the launch and logistics of the program. The agreement will be sent to HAMV by the end of the week (July 24).

Bethany is still working on the vehicle(s) and driver aspects of the transportation program. Angie at the VTA is the point person for the vehicle. The type of vehicle and delivery date are still TBD.

Questions arose regarding volunteer and part-time (paid?) drivers. Are part-time drivers covered by the transportation grant? Will volunteer drivers be paid?

Jay expressed concern that winter weather may impact the program (drivers, vehicles, clients) if the program is delayed beyond December; the original target program launch was September 2026. Cindy indicated that UICOA will have to plan for inclement weather and impact on transportation services.

Director's Report: Bethany provided an update, primarily focused on recent staffing changes.

Staffing: Rocy Turner, the Outreach Coordinator, took the Health and Human Services director position at Dukes County. Her last day at UICOA was July 15, 2026. The position has been advertised with an application deadline of July 21, 2026; several applications have been received.

Bethany and Joyce (former UICOA director) will provide some support/counseling on MediCare enrollment which opens in October. Bethany is actively looking for a SHINE volunteer who can assist with the enrollment/counseling appointments. Some clients can be referred to the Regional SHINE office in Barnstable. Jay inquired if Rocy could assist in some capacity; Bethany said no.

Wendy the kitchen manager is leaving. Her last day at HH is July 22, 2026. Her absence will impact the annual HH cookout on August 14; the cookout needs to be overseen by a licensed food handler/manager; Garrison agreed to cover as the food manager as he is appropriately licensed.

Up Island Council on Aging Board Meeting

MISC

Bethany mentioned the last HH open house is August 6 (4-6PM) and encouraged Board members to attend that have not attended prior open houses.

Bethany is working on the UICOA Annual report for the Executive Office of Aging and Independence. The report is due at the end of August.

Bethany mentioned that an intern(s) from the Executive Office of Aging and Independence will be visiting the UICOA on August 4 to video the facility, staffing, and program offerings. This is part of a broader state-wide initiative to document all COA programs. The visit will be about 1.5 hours. Board members were encouraged to attend.

New Business – Beth requested all Board members to check their Conflict -of -Interest training compliance (certification); this is a bi-annual requirement.

Old Business - none

Next Meeting – August 4, Aquinnah Town Hall 9AM

Adjournment - adjourned 9:52