

Minutes Up Island Council on Aging Director Search Committee 2.15.24  
**APPROVED 3.06.24**

In attendance: Peter Cook, Marie Larsen, Paul Manning, Toni Cohen, Susan Collins, Curt Cetrulo, Jennie Gadowski, Joyce Albertine, Bernadette Lyons, Beth Kramer

Review of minutes, Feb 7 2024-  
postponed until the next meeting

Recognize interested community members

Paul Manning (AQ) - interested in the UICOA as a police sergeant. Work closely with Joyce. His mother, June Manning, had always been involved with the UICOA

Toni Cohen (WT) - worked for many years as a social worker on the island; served many years on WT's ZBA board; is interested in the program continuing

Curtis Cetrulo (CH) - donated medical supplies to the UICOA during COVID. Is a retired physician looking to give back to the community.

Bernadette Lyons (OB) - had already presented her background

Composition of Search Committee (continued)

Peter thanked these community members and explained what the group had done thus far including generating an ad for the Director's position and reaching out to the community to find a few more members to add to the Search Committee. He explained that the Committee would consist of a diverse, representative group of ideally seven members

Peter asked for a brief email from each stating that they had attended the meeting, are interested in joining the committee, and the days/times that work for them to meet.

The existing Committee will present their recommendations to the full Board at the next meeting. There may be a special meeting called for this. Peter also invited everyone to meetings as they are open meetings.

Beth will send out the job description and the materials that Kathie Olsen (UICOA board member) had shared with the board related to the director job search.

Next Steps: Review of timeline and assignment of responsibilities

Discussed the draft of the ad (this has been reviewed by Joyce, Maria McFarland, WT Personnel Administrator, and Jen Rand, WT Town Administrator).

Edits were suggested. Beth will send an amended ad to Maria for approval and will check with WT Town Hall about where applicants would pick up an application packet consisting of the town application and job description, and about date and time stamping completed applications.

Discussed timeline - ad will run for two weeks in both papers (beginning 2/29, 3/01 in Times and 3/01 and 3/08 in Gazette) Will also be posted on Town's website and on MCOA and MA Municipal Association Employment opportunities online postings.

Peter and Beth will work on a draft timeline for the process

Beth moved to accept the ad as amended, Susan seconded. Approved.

Items not anticipated at time of posting - there were none

Next meeting:

February 22 at 11 am via zoom - to make recommendations for committee members