



## TOWN OF BLANDFORD

Council on Aging  
1 Russell Stage Road  
Blandford, MA 01008

### MEETING MINUTES COUNCIL ON AGING October 17, 2022

#### 1. Open Session at 1:07 pm

Meeting is recorded

**In Attendance:** Margit Mikuski, Director; Heidi Taberman, Member; Bob Twyman, Member; Pat Lombardo, Member; Barbara Langmore, Member; Joann Martin, Chair: **Transportation Members:** Linda Barnard, Judy MacKinnon, Mary Brainerd

#### 1. EXAMINATION OF MINUTES FROM PREVIOUS MEETINGS:

##### *a. Examination of the Meeting Minutes of September 12, 2022*

**MOTION:** Bob Twyman made a motion to approve the Meeting Minutes of September 12, 2022, as written.

**H. Taberman Seconded**

**All in Favor**

**Motion Passes**

#### 3. OLD BUSINESS:

##### *a. Senior Citizen Transportation Policy Discussion*

Linda Barnard, Judy MacKinnon and Mary Brainerd, current drivers for COA, joined the Council on Aging meeting to discuss policies and procedures for transporting seniors to doctor appointments, groceries, and more. Mary and Linda worked on a draft screening policy for potential drivers with an emphasis on orientation for unaccustomed drivers. The proposed policy included a check sheet for using the COA vehicle care and maintenance. It was recommended we use a 'check sheet' that each driver should fill out every time the vehicle is used including driver's name; where the key is located; checking the outside of the vehicle for damage, checking mileage and gasoline levels, and much more. Linda explained the objective behind these ideas and Mikuski agreed it would be a great idea to have all this information easily available the drivers. Mikuski and Martin will polish the policy for the next COA meeting in November. Ideas were exchanged and some items eliminated, and some added to the policy. Once this draft policy and daily driver logs is completed, they will be presented to the Board for approval.

##### *b. CORI Checks*

The Council on Aging has in the past and will continue doing CORI (Criminal Offender Record Information) on all new, potential drivers for COA.

##### *c. HIPAA Laws*

Mikuski made a point to remind the Board about HIPAA laws and the importance of keeping this information confidential **AT ALL TIMES**.

##### *d. Handicap Placard*

J. Martin will speak to the Town Administrator about obtaining a handicap placard for the COA vehicle.

Meeting Adjourned at 2:10 pm

Meeting Minutes Presented by Joann Martin, Chair Council on Aging

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Heidi Taberman, Member

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Robert Twyman, Member

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Barbara Langmore, Member

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Joann Martin, Chair

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Pat Lombardo, Member

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Margit Mikuski, Director