

Freedom Advisory Committee on Aging  
Oct 29, 2018

Present: Rick Davidson , Anne Cunningham, Cindy Fleming, Linda Habif, Cheryl Harris  
Move to accept 10/10 minutes moved by Anne, seconded by Cindy, all agreed to accept.

Thoughts on presentation to BOS on 10/15: interesting that Selectman Alan Fall noted that when he saw the population that we really need to get young people here and secondly that if there is negative feedback we should have cases built. Group decided that minutes published on Town email are not official and only the minutes of the BOS should be considered.

Discussed Freedom Welfare officer and how currently operates and that they would in theory operate as a case manager and support the person we propose to hire. It is clear that we have no role in getting younger folks to come to Freedom the school has a program that is looking into this. Integration with school programs should certainly be part of our program coordinator's position.

Sample job descriptions for Aging coordinator reviewed as well as how to petition on Town warrant. Rick reviewed job description elements. Propose that they be in the town offices in a shared space such as where the building inspector and zoning officer are on Thurs. Also proposed a volunteer component but the coordinator should work with volunteers not supervise.

Alan Fall made a comment during the meeting on 10/15 that volunteers really supported folks but that is not always the case so a point person to assist with coordination is really essential.

In order to get on town agenda will need to have 25 signatures (can get at community club).

Specific elements of job descriptions

Serve as primary POC for citizens with service needs and link them to the appropriate providers and community resources

Develop and maintain a resource directory of local service agencies, providers and voluntary organizations

Dissemination of resource information in print and other media. Manage information to post to a be-developed website.

Education of community (by speaker or self) on major issues they face (safe environment, patient advocacy, protecting assets etc.)

Identify ways to reach out to folks who do not have access to online resources

Communicate about services to combat isolation

Coordinate with local officials (police, fire, welfare, health etc.) to provide outreach to citizens who might benefit from services.

This role is not a case manager.

Skills needed: organizational skills, good computer skills, customer service focused, communication and writing skills; knowledge of website building/maintenance a plus, knowledge of elderly population issues a plus

Going salary is \$16.34/hour nationally.

Will require communication budget, mileage reimbursement?, a PC with internet and town network access;

Work M/Tues/Weds, number of hours 12/week

Next meeting: Tues 11/6 10:00 upstairs to finalize job specifications and salary budget

Respectfully submitted,  
Cheryl Harris, Recorder

Check future meeting minutes for changes or corrections to these minutes