

AGENDA for NILMA MEETING

AUGUST 11, 2016, 2:00 PM

GREAT MEADOW HALL

Call to Order	John Averell
Approval of July 14, 2016 Meeting Minutes	
IT Update	John Averell
New Carpeting GMH	Peter Halfon
Food and Beverage	Sal Filetti
Policy for Visiting NBOC Independent Living	Marilyn Stone
Old Business	
New Business	
Adjourn	

Call to Order

John Averell

The meeting was called to order at 2 p.m. by John Averell, President.

Present: NILMA representatives: President John Averell, Len Green, Murray Staub, Howard Cohen, Sue Waxman, Mike Atlas, David Goldman, Sharon Gouveia, Jody Berkowitz, Lorraine Gordon

Guests: Steve Colwell, Executive Director NBOC; Marilyn Stone; Jack Goldberg; Peter Halfon

Absent: NILMA representative: Nancy Kummer

Approval of July 14, 2016, Meeting Minutes

Lorraine reported that the wrong version of the Guidelines had been attached to the minutes. The Council voted to attach to the August minutes the version that had been distributed, read by Marilyn and discussed at the July meeting and at floor meetings.

With this addition, the Minutes were approved as amended unanimously.

NBOC Movie Channel Report

Jack Goldberg

President John Averell called on Jack Goldberg to give a short update on the NBOC movie project to simultaneously stream any movie shown in the theater on our local TV channel. Jack reported that the NBOC movie channel will be running shortly. Work is being done in the theater now. As soon as the work is done and tested, and our staff is trained, we will be able to view movies in a matter of days. Members will be notified when the system is ready.

IT Update Report

John Averell

"There was no meeting of the Focus Group this month.

"Eric Rogers notified me as follows:

"We will be moving forward with the phone system upgrade in Fiscal year 2017.

NBOC will continue to provide phone services and IT will replace the phone system infrastructure that is approaching end of life with parts and service no longer available. \$200,000 has been placed in the budget to fund this project. This update will require access to your homes to replace equipment and modify cabling.

Replacing resident phones will not be necessary. Residents will continue to use their existing phones and internal 5 digit dialing will be retained. The project does not, as of yet, have a planned start date. We will of course work with you and NILMA to communicate and coordinate as the as the project launches.

"We are looking to consolidate with Mitel as the most economical and reliable solution.'

"Two answering machines to be installed in volunteer apartments for evaluation were brought by technicians to two residents. One was not installed, since the resident did not want to lose the use of an existing machine that was in use. The other was installed, and has proved quite satisfactory to a second resident. Both will be cycled to other volunteers for evaluation.

“Technician Edwin has resigned from HSL. Franz has been recalled to cover IT problems at NBOC until a replacement for Edwin is hired. Both Kim and Franz are competent technicians and are available on regular schedules to address work-orders for IT help.”

New Carpeting GMH

Pater Halfon

Peter described the process used to handle replacing the carpeting in Great Meadow Hall. He met with Steve, Tom West, Scott Salvato and Len Green to select carpeting for Great Meadow Hall and for the corridor that stretches outside of GMH to Assisted Living. Contemplating the different functions that GMH serves and considering the requirement to coordinate the new carpeting with varying color patterns in the Hall, the committee soon realized it needed professional assistance and hired Kathy LaDuca, interior designer with DiMella/Shaffer, an architectural firm that specializes in senior living. After two meetings with Kathy, the committee ended up with three carpet choices. On August 1 Steve, Tom, Scott, Joan Grant-Mann, Pam Markson, Peter and NILMA reps John Averell, Len Green, Sharon Gouveia, Howard Cohen and Betty Rosencranz met and viewed the three carpet samples and selected the one they wanted to use.

Peter also reported that the carpeting in the main lobby of the Community Center, along with that continuing past the library, has been replaced with the same patterned carpet as used originally. Money for all of the carpeting is available in the capital budget.

Food and Beverage

Sal Filetti

Sal reported changes in the management staff that have occurred in his department. Jeanne Flint has been hired to cover catering operations and staff development. She will be responsible for creating an orientation and a training program. Joan Grant-Mann will remain in charge of catering sales. Andrea Bergner has been named food and beverage manager for Centro. Susan Courtney, having shown excellent skills as manager of the Assisted Living restaurant, has been asked to replace Jeff Feldman as Centro Manager. Sal explained that Jeanne, Andrea and Susan will be working together as a team to better the dining experience for our members. He added that there are still two open positions, manager of Nosh and Assisted Living restaurant manager.

He informed us that Eileen O'Donoghue, executive chef, has been out and will continue to be absent for about a month because of surgery.

Sal also announced that starting in September management will provide pastry for the Tuesday and Thursday coffee-connections.

Continuing on, Sal reported on the progress of a committee working on a new architectural design for Nosh. The committee, consisting of Steve, Tom West, Tom Roberts, Bob Molina, Food Committee Chair Shoshanah Garshick, and residents Doritt Senior, Peter Halfon, Art Luskin, Edie Heiger and Charlie Blauer, is working with DiMella/Shaffer to create a second-drawer restaurant for IL residents that will

take away pressure from Centro. Current thought is that the dining room space will not include the area along the windows and that the fireplace area will remain as is, unless a special party is held there. The committee is focusing now on creating a more expansive menu, not an a la carte dining menu. Next they will work out ways to utilize buffet style service that includes an action station.

Reps expressed concern over the rumored cost of the project and stressed the need for project approval by IL members before a commitment is made with the architect. Steve assured us that the project, which will not happen in 2017, would be open to approval by IL members before any financial agreement is made. He told us and he told DiMella/Shaffer that he is "very price sensitive." The finances will come out of the capital budget, not the operational budget.

Policy for Visiting NBOC Independent Living

Marilyn Stone

Introduction to the presentation by John:

"... Marilyn has chaired a committee that Steve asked for to come up with written policies concerning visitors not currently or previously residents of IL. On this committee are selected IL residents and administration directors of IL, AL, and LTC. I will first ask Steve to give the background on this committee and its purpose, and any other comments which will help this discussion."

According to Steve, the whole reason for creating a set of guidelines for aides is to provide him with rules that make sense and that he can enforce consistently. He asked that we keep in mind important thoughts as we establish those rules: (1) Because so many residents consider their aides as members of their family, they lose sight of the fact that that is not true. Therefore, aides cannot be treated as family. (2) Aides are not entitled to IL members' rights, because they are not members. (3) Aides are staff and should be treated as staff. So he urged us to be thoughtful about the ramifications of our decisions, because once the rules are in place, he will enforce them.

Before reading the updated guidelines, Marilyn thanked the members of her committee who are Judy Stavis, Judi Goldman, Murray Staub, Doritt Senior and Lorraine Gordon. During her reading she answered several questions. She agreed that aides may wait for clients in the area outside of the fitness room and the spa. She also noted that the garden, an IL area, may be used by aides when accompanied by members.

Reps then reported the comments on the guidelines expressed at their floor meetings. Marilyn summarized four guidelines that caused the most discussion: the restriction of aides from Nosh during dinner, the restriction of aides' personal use of electronic devices, the use of signs identifying the IL area, and the use of the Staff Room by aides. Several floors objected to the guidelines for isolating or discriminating against aides.

At the conclusion of discussion about the comments, Mike Atlas moved that we postpone consideration of the policies until the September NILMA meeting. The motion was seconded by several reps. A motion to amend was made by Mike and seconded to instruct Marilyn and her committee to take the four summary comments and incorporate them (or not) into a final draft to be distributed to all NILMA reps no later than September 1. Both the amendment and the motion to postpone were passed by the Council.

Reps were asked by John to present this final draft to their floor residents for instructions on how to vote or amend when presented as a motion.

The final draft will be presented at the September 8 meeting for a motion to amend, accept, or reject the motion.

Old Business

In as much as the time was late, Old Business and New Business were not taken up. A report on Capital Resident Request Expenditures that came in from Tom West before the meeting was not read at the meeting but is included here.

Capital Resident Request Expenditures

I thought I would provide an update of the FY - 16 Capital Resident Requests in case you want to report this at NILMA today.

1. Equipment in Theater to broadcast the movies on the Comcast channel - Should be complete by the end of this week. Cost **\$ 13,747.08**.
2. Install automatic door on the garage entrance to the service elevator - Planned completion is end of August. Cost Pasek \$ 3,934.52, Tesla Systems \$ 3,760.00. Total **\$ 7,694.52**.
3. Install new Security Cameras (2) in the library - Complete. Cost **\$ 3,825.00**.
4. Install new lights at art wall and display area - Planned completion by end of September if the Capital budget allows. I will monitor this and if possible get this done as well. Cost **\$ 4,390.00**

Total cost (without the lights) is **\$ 25,266.60**

Total cost with art wall lights is **\$ 29,656.60**.

Tom West

Adjourn

A motion to adjourn was made, seconded, and unanimously passed. The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

Lorraine Gordon