



Warren County Senior Center  
435 W. Franklin Street  
Warrenton, NC 27589  
(252) 257-3111  
Fax (252) 257-0154

Warren County Aging Advisory Council  
Quarterly Meeting Minutes  
Tuesday, February 13, 2018

- Call to Order
- Welcome
- Moment of Silence
- Determination of Quorum – *yes, 6 voting members present*
  - *Present – Barbara Brayboy, Virginia Broach, Roger Griesinger, Jillian Hardin, Kathy Harris, Sharon Speed, Vicky C. Stokes, Nellie Vardjian, Dickie Williams*
- Review Quarterly Minutes for November 14, 2017 – *Motion to approve (Brayboy), 2<sup>nd</sup> (K. Harris), unanimous approval*
- Old Business
  - Appointment of Assistant Secretary – Tabled at last meeting for the third time. – *Died for lack of interest*
  - Senior Center Participant Policies and Procedures Manual – *provided draft copies of the following and advised to obtain county attorney review prior to vote. Director, Vicky Stokes to provide documents to Hassan Kingsberry.*
    - *Warren County Senior Center Participant Code of Conduct*
    - *Warren County Senior Center Eligibility for Participation*
- New Business
  - Charles Jefferson, Council Chair wishes to announce the resignation of Nellie Vardjian as Secretary to the Warren County Aging Advisory Council effective today, February 13, 2018. The Council wishes to take this opportunity to record its appreciation to Mrs. Vardjian for her past services to the Council and to the Senior Center. Mrs. Vardjian will remain a member of the Council.
  - Appointment of Secretary – *Died for lack of interest*
  - Terms expire February 28, 2018
    - Barbara Brayboy
    - Virginia Broach
    - Roger Griesinger
    - Victor Hunt
  - Statements of Interest to serve on the Warren County Aging Advisory Council received from Barbara Brayboy, Virginia Broach and Roger Griesinger.
    - Request approval to submit to Board of Commissioners during March 12, 2018 monthly meeting, in conjunction with BOC appointment – *Motion to approve (Vardjian), 2<sup>nd</sup> (Kathy Harris), unanimous approval*
  - Senior Center Update – Vicky Stokes, Director, Warren County Senior Center
    - Senior Suggestions
      - Review procedure for boarding vehicles for offsite trips.
      - Change Senior Care Project to quarterly delivery

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- Have senior center members make Christmas ornaments for home delivered meals clients.
- Survey home delivered meal clients to determine what items they would like to receive in their care packages.
- Have someone come in twice a month to do manicures and eye brows – Carmela followed up with VGCC Cosmetology Dept. and beginning Mon., Feb. 19<sup>th</sup>, we will provide transportation to VGCC for \$5 manicures
- Senior Center Update Continued:
  - Senior Care Project – to be delivered quarterly, beginning in Mar., 2018
    - Donations currently being accepted for personal care items such as lotion, soap, deodorant, shampoo, powder, bath cloths, razors, toothbrush, toothpaste, Vaseline, etc.
      - **NOTE:** The senior center is also accepting donations of incontinence supplies to have on hand for needy clients. Supply closet is currently empty.
  - FY18 Mid-Year Report
    - Seniors, Services and Activities
      - Outreach Program began in November, 2017, with staff and senior volunteers going to Colonial Lodge and Magnolia Gardens once a month for games and social interaction. Still seeking additional locations.
      - High level trends reducing participant numbers
        - Deceased
        - Nursing home
        - Hospitalization
        - Out of service area
        - Several older regular participants are “slowing down”
    - Budget
      - FY18 YTD Budget tracker included separately
      - FY18 YTD Revenue tracker included separately
      - Will purchase fitness equipment by March 30, 2018
      - Will not purchase vehicle
  - FY19 Budget planning season has begun. County Manager Robert Davie has requested a minimum 5% budget cut across all agencies.
    - Do not foresee capitalized equipment purchases necessary
    - Minimal amount will be budgeted for non-capital and/or technology
- Warren County Aging Plan Update – Jillian Hardin, Director, AAA, Kerr Tar Regional Council of Governments
- Next Meeting is Tuesday, April 10, 2018 at 3:30pm
- Adjournment

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