

CoA Board Executive Session, Thursday, March 17, 2016

Meeting was called to order at 4:32 P.M. In accordance with MGL Chapter 30 Section 21(a), exemption 1 – To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Roll Call:

Present:

Sharon Bloom
Mary Higgins
Debra MacLennan
Peter Watson
Constance Cleary
Barbara Foster

Absent:

Anita Benware
Irene Camerano
Susan Doucette
Karen Phillips, Director

Reason for executive session:

To discuss and take action relating to several work place issues with regard to the performance of van driver Joan Seymour:

1. Hitting a plow, at the DPW yard, while approaching the gas pump in order to fill van with gas. Reported to director that “something fell off the van” when in truth she did hit a stationary plow. Not being truthful when filling out an accident report for MART. Again reporting that something fell off the van.
2. Getting van stuck, in a clients’ driveway, disputing the directions the client gave her regarding the area to be used to enabling her to leave his driveway safely. This resulted in the DPW being called to assist in extracting the van. This is the 2nd incident involving the DPW having to be called.
3. Delivering a meal, she dropped a container of soup, picked it up, put cover back on and gave it to a client. When asked about the small amount of soup in container, she stated, that was the way it was filled.
4. Price Chopper Receiver, Clyde Anderson, reported that on several occasions Joan was given bread to be brought to the senior center, on her way out she stopped at the dumpster and threw several packages of bread away.
5. Driving the van through the drive-up window at Dunkin Donuts. Instead of parking and going into the shop.
6. On at least two occasions, when returning to the center after delivering the daily meals, she neglected to unpack the bag used to transport the meals as she is required to do. This was discovered Monday morning when the bag was opened to pack the meals. The leftover food was bad and the bag a mess.

The complaints to be discussed being presented, a vote was taken to determine if the board would reconvene upon discussion with Joan. Peter made the motion, Mary seconded and it was so voted.

A roll call vote was taken to determine if the executive session will continue:

Sharon – yes	Peter - yes
Mary - yes	Connie - yes
Debbie – yes	Barbara – yes

Discussion with Joan:

Sharon explained to Joan each of the 6 complaints. Joan responded to each one as they were presented.

1. Hitting plow 2/11/16: “I had indicated to Karen Phillips immediately what had happened at the DPW. I pulled into DPW, took a sharp turn around the corner. She asked me if I hit something? I wasn’t sure, perhaps I was probably embarrassed. Shortly I went to MART. It was considered an incident. Therefore how could I be untrustworthy. It certainly was not my intent to hide something or be deceitful. I am an honest, caring person. I am sorry if I upset a lot of people.”
2. Driveway 2/12/16: Stated weather conditions were very poor that day. While proceeding up driveway the van started sliding. She slid in corner of yard due to the ice. She called Karen who suggested the DPW respond. Karen called back said Nickole was coming with sand. “It was obvious to me that we needed more help than one person”. She used sand and cardboard. After several attempts it didn’t work. Karen called again. DPW was called and successfully freed the van.
3. Soup: Claimed she did not remember this incident.
4. Bread: Stated that Mr. Anderson said it was ok to throw the bread away. She couldn’t fit all of it in the van and he indicated some of it was stale anyway.
5. Dunkin Donuts: Admitted doing it, stated she did not know it was not legal to do it. Said she would not do it again.
6. Bag: She said she remember doing it only once.

After completing the discussion on all 6 complaints, the board reconvened and made their decision.

A roll call vote was taken to terminate her employment:

Sharon – No	Connie - no
Mary – Yes	Peter - no
Debbie – no	Barbara - yes

The board discussed various ways to resolve the problems. The following recommendations were discussed, voted on and approved:

Record that all the complaints were reviewed.

No further action will be taken at this time.

That nothing in the way of a reprimand is to be put in her file.

If future problems arise Karen will issue a 3rd verbal and written warning. The problem will be brought to the attention of the full board before any action will be taken.

Joan was informed of the board's decision. She was also told that she needs to be completely honest and transparent in all her activities concerning the van, the clients and her responsibilities.

If she has issues, she is to take them to Karen, not discuss them with other employees.

She is to review the guidelines that she was given upon her hiring.

If she ever spills anything being delivered to a client, that she should come back to the center and replace whatever has been damaged.

If she ever is required to go to Price Chopper again, she is to bring everything back to the center, where someone will determine if it needs to be disposed of. It is not her decision to make.

She is allowed to go to Dunkin Donuts but not to use the drive thru, park, go inside.

If another warning is issued, she will be called before the full board, in an open meeting, and it could be determined that she will be terminated.

Joan accepted all the boards' recommendations and agreed to follow each one.

Joan was told she was free to leave. Sharon told her she was to report to work tomorrow, Friday, March 18th. And resume her duties.

No further business coming before the board. Peter made a motion to adjourn, Mary seconded it, so voted. The meeting adjourned at 5:20 P.M.

Respectfully submitted,

Barbara G. Foster, Secretary, pro tem

