

Stoughton Council On Aging  
110 Rockland Street, Stoughton, MA 02072

Minutes  
Board of Directors Meeting  
Wednesday, January 7, 2026, at 3:00 PM.

1. Call to Order

Chair Ellen Lash called the meeting to order at 3:01 pm.

2. Establishment of Quorum

Present: Ellen Lash [Chair], Joanne Callanan [Vice-Chair], Jane Desberg, Bunny Kirchdorfer, Pat Stanton, Kiran Majmudar, Paul Rosenblatt, Brian C. Butler [Secretary]

Maryann Walsh was unable to attend.

Staff Present: Janiece Bruce, COA Director

Jessie Cauchon, COA Outreach Coordinator and SHINE Representative

3. Approval of Minutes from December 3, 2025

Minutes from the December meeting had been circulated earlier and were approved.

4. Public Forum     N/A

5. Staff Update     Jessie Cauchon

Ellen (Chair) switched agenda items numbered 5 and 6 out of deference to Jessie Cauchon's health, allowing her to present and return to her office as she works in anticipation of her 12-week maternity leave beginning in March.

Jessie distributed a three-page printout that tracked her time usage in 2025. Page one monitored the        method the COA member used to contact the Outreach Coordinator, broken into seven categories, and whether that member reached out to

Jessie once [unduplicated, UND] or more than once [duplicated, DUP]. E.g., the three most common techniques were:

	DUP	UND
phone consultation	406	211
office consultation	176	113
SHINE **	45	42

\*\* Serving the Health Insurance Needs of Everyone

The seven methods totaled 650 DUP and 272 UND contacts with Jessie's office.

A further breakdown by "subject matter" shows the reason the COA member sought assistance.

Of the 30 reasons for pursuing Outreach Coordinator guidance, the following were the top five:

	DUP	UND
SHINE	207	111
Mass. Health/Medicaid	65	31
General Information	50	44
Unknown	45	43
Fuel Assistance	41	24

As in the prior section, the aggregate tally of "subject matter" contacts with the Outreach Coordinator is 650 DUP and 272 UND.

Clearly member interest in the SHINE category was strong and led to a very large volume of activity, overwhelming the ability of Jessie and other COA staff to handle the surge. The Middleboro COA was able to help some members, but SHINE remains an area of very strong interest and meeting this demand is an ongoing challenge.

Bunny mentioned publicizing the need for SHINE volunteers in the newsletter and this may be a future option.

## 6. Director's Update Janiece Bruce

Janiece informed the Board we would have a session with "no voting", since the secretary did not forward the agenda to the Town Clerk at least 48-hours before the meeting. Ellen offered a newly-formatted, simplified version of the agenda which will enable the secretary to more easily meet the 48-hour standard.

Janiece reviewed the activities in December, 2025 and that it was a light month for programming due partly to the holidays. There will be a Veteran's coffee at 09:30 on January 14, 2026, and it may serve as an opportunity to introduce people to the COA and what it offers.

There will be a photographer at the COA on Thursday, February 5. Members can receive a free 5" x 7" photo; additional pictures will be available for a fee. Later in February Janiece appears before the town Finance Committee for a presentation on the COA budget.

The COA plans to create a promotional video to highlight our transportation services.

## 7. Action Items

8. Old Business The Board did not review any action items or old business.

## 9. New Business/General Discussion

The Board briefly discussed Stoughton's 300th Anniversary in 2026 and a family-oriented kick-off event Saturday, January 17 at Stoughton High School.

Brian and COA Programming Coordinator Stacey Baveira had informally covered making a motion to switch permanently agenda items 5 and 6, so the Staff Update preceded Janiece's Director Update. This change would address situations where it

might be difficult for the staff member to stay for most of the meeting. The Board can discuss and vote on this procedural change at a future meeting.

A new COA activity is gin rummy, played the first Wednesday morning of the month at 09:30 in the                   lunchroom. It is listed in the monthly calendar and the COA provides the deck of cards.

The next COA Board meeting will be Wednesday, February 4, 2026 at 3:00 at the COA.

#### 10. Adjournment

There was a motion to adjourn by acclamation and Ellen adjourned the meeting at 3:59 pm.

Respectfully submitted,  
Brian C. Butler, Secretary