

Wellesley Council on Aging
Board Meeting
May 29, 2018

Location: John and Dwin Schuler Multipurpose Room, Tolles Parsons Center

In Attendance: Diane Campbell, Kathleen Vogel, Thomas Kealy, Jacqueline Mahoney, Dianne Sullivan, Lisa Heyison (until 4:45), Barbara Offenhartz, Penelope Lawrence, Miguel Lessing, Anne Marie Gross
Absent: Frank Pinto, William Murphy, Sheila Nugent

Call to Order: Diane Campbell called the meeting to order at 4:03pm.

Diane announced that Miguel Lessing submitted his resignation to the Board of Selectmen (BOS), effective 6/30/18.

Citizens Speak: None.

Board discussion

The Board reviewed Section 2 (Organization of the Council/Board) of the draft version of the COA Operating Policies and Procedures. Kathleen Vogel noted that the working group reviewed the BOS Operating Policies and Procedures prior to developing this draft. It was agreed that the working group will take questions and commentary made at this meeting and submit a revised draft at a future meeting.

Section 2-1: Officers

There was general group discussion regarding clarifying the language concerning grounds for removing the Board Chair, as well as filling Officer vacancies mid-term.

Section 2-2: Responsibilities of the Officers

There was general group discussion about the following points:

- Distribution of documents with meeting agenda, prior to meetings.
- Communication between members outside of meetings. Anne Marie said the language should clearly indicate that there is no conversation via email in violation of Open Meeting Laws.
- Clearly defining “matters of significance” that may arise in between meetings.
- The Officers’ role in evaluating the Director of Senior Services’ performance on an annual basis.
- Concerning the Office of Secretary: clarification about the level of involvement of the Town Clerk, i.e. which responsibilities are the Town Clerk’s and which are the COA Secretary’s.
- The responsibilities listed in the draft currently done by staff, e.g. posting agendas and minutes.

Section 2-3: Roles and Responsibilities of Individual COA Council/Board Members

There was general group discussion about the following points:

- Language around members acting independently of the Board, e.g. speaking as an individual in a public forum but being required to disclose Board membership status.
- Clarification of the responsibility of being sworn in.
- Members determining and/or carrying out the COA mission.
- Participating in a formal process for the annual performance review and appointment of the Director.

Tom Kealy provided an update on nominating group's activity. Since the May 10 meeting, members have requested more information based on the forthcoming Memorandum of Understanding (MOU), as it relates to their willingness to run for an office. Diane Campbell said the BOS are aware of the votes at the 5/21 meeting and know the Board is interested in moving forward with facilitator. Diane Campbell said she would check in with Tom Ulfelder regarding an update as to when the Board can expect to see the MOU. Dianne Sullivan asked if Board members who will be held over for one year would receive this notice in writing from the BOS.

The group then discussed desired skills and interests for prospective COA Board members. Tom Kealy suggested experience as an active COA participant or volunteer as well as experience in event and/or building management. Anne Marie Gross suggested marketing/communication skills and the ability to be forward thinking. Jackie Mahoney said it is important to invite members over 80. Anne Marie suggested having an Advisory Board/Council to bring recommendations among the different age groups to the Board. Barbara Offenhartz said members should have the ability to reach out to various segments of non-users.

Gayle provided a list of skills and interests including:

- Understanding senior needs, desires & interests
- Knowledge of the Town, the COA's role within the Town, and the various relationships
- Understanding of gaps in service/needs that can be met by the COA
- Knowledge of Town government workings
- Financial/Fiduciary responsibility
- Social Services background
- Experience in needs assessment
- Transportation
- "Hot topics" in aging at the Federal, State and/or local levels
- Grant-writing background; interest in identifying opportunities and/or preparing requests
- Long range planning

Gayle will compile the list of desired skills and submit to the BOS.

New Business: None.

Meeting adjourned: Diane Campbell adjourned the meeting at 5:57pm.

Next Meeting(s): June 18, 2018 at 4:00pm

Documents and/or Exhibits referenced at this meeting:

- Draft version of COA Board Operating Policies and Procedures (Section 2)
- Draft version of COA Board Operating Policies and Procedures (Section 2), with comments by Anne Marie Gross

Minutes prepared by Linda Clifford