

Wellesley Council on Aging  
Board Meeting  
November 9, 2018

**Location:** American Legion Post 72 Room, Tolles Parsons Center

**In Attendance:** Kathleen Vogel, Lisa Heyison, Dianne Sullivan, Diane Campbell, Penelope Lawrence, Thomas Kealy

Executive Director of Government Services: Blythe Robinson

Staff: Gayle Thieme, Linda Clifford

Guest: Tony Parker, New Era Fund

Absent: Anne Marie Gross, Frank Pinto, Barbara Offenhartz

**Call to Order:** Kathleen Vogel called the meeting to order at 11:33am. Gayle Thieme noted the meeting is being audio recorded.

**Citizens Speak:** None.

**FY 20 COA Budget – Gayle Thieme & Linda Clifford**

Gayle Thieme referenced the documents issued in advance of the meeting. Gayle emphasized the budget documents are in draft format and the purpose of this meeting is for review. A vote on the budget will take place at the 11/15 meeting. Gayle noted some changes have been made to the draft that was issued. This was done in consult with other Town departments and she will review the changes in more detail.

Gayle said that the budget templates are issued by the Finance department and are pre-populated with various formulas. The FY 20 Budget is based on 52.4 weeks. The budget guideline for FY 20 is 2.5%. The HR department issued a guideline of 2.0% for 50/60 series employees. The draft reflects a 2.0% increase for 40 series and part-time staff as well, with the exception of the Office Assistant position, whose rate will increase in line with the scheduled state minimum wage increase.

Gayle said she has had conversations with HR Director Scott Szczebak and Blythe Robinson regarding the proposed 8-hour/week Marketing and Communications position. The timing of steps to propose a new position should be vetted through HR by December 1. This includes developing a job description and classification by the HR Board. Gayle said she has been advised to not proceed with new position for FY 20 as it doesn't seem feasible to complete every step by December 1. The plan is to continue the process for this position with the HR Department for a future budget cycle. This also allows time to explore other funding sources. The Fund for Wellesley partially funded the COA's Marketing and Branding project and this could be an area of proposed future support. There was general discussion about the process of adding a new position and timing of such steps.

Gayle noted there have been multiple drafts and conversations regarding the budget. Gayle and Linda developed an alternate version of the FY 20 request that adds support for Program and Activity staff. A second Activities Assistant position at 10 hours/week will support development of new programs, help manage logistics, and facilitate programs among other tasks. Gayle referred to the impressive percentage increases in the various programming areas previously shared with the Board. There is a desire to continue to grow and evolve in the area of programs into the next fiscal year. Potential expanded hours at TPC in the future would support additional programs. Kathleen Vogel asked if this new position would allow Senior Activities Coordinator Ashley Shaheen more time for marketing/PR tasks. Gayle said it is possible for certain specific tasks. Tom Kealy asked if this position also falls under the timeline set forth by HR for adding a new position. Gayle said it does not as there already is a job description for the Activities Assistant; only the FTE head count

increases, which the Advisory Committee will vote on. Gayle said the proposed weekly rate of pay for the Activities Assistant equals the proposed weekly rate of pay for the Marketing and Communications positions despite there being a different number of weekly hours and hourly rate. As a result, there are no changes to the actual budget numbers.

Dianne Sullivan asked if the process to add a new position is new. Blythe said the process is not new but this is only the second year it has been put in writing in the budget manual. The group discussed continuing to work to add the Marketing and Communications position between now and next year at this time. Tony Parker asked if a private funding source is found for Marketing position, could it start this year. Gayle said the COA would still need to work hand and hand with HR. There was general discussion about the process of working with a consultant versus creating a new part-time position and the various potential funding sources for such a project or position.

Lisa Heyison asked about the Clerical designation for the Program and Office Assistant and Senior Activities Coordinator. Blythe said it is the HR category for 40 series employees. Blythe said she would like the Town to look at the full classification system for all positions. The HR Board and BOS are currently discussing this possibility. There was consensus that there should be a better word than "Clerical" as that designation.

Gayle reviewed the Program and Office Assistant position reclassification. Gayle said she has been working with the HR department and it has undergone the reclassification process. It will move from job group 47 to job group 49. Gayle will attend the next HR Board meeting on 11/14 to speak to justification for the reclassification. Gayle has prepared a Memo to HR Board that will be issued in advance of the meeting. Gayle said she will be advocating for change of job title to Office Administrator as part of the reclassification.

Diane Campbell said she is disappointed Gayle's position is not showing a reclassification. Diane said she has been advocating for it for two years and was told to wait until the COA moved to TPC. She feels this job needs to be reclassified as now Gayle has new responsibilities and new personnel. Gayle said she has begun to collect Director job descriptions from COAs who also recently moved to new buildings and spoke to Blythe, who discussed her plans for looking at the entire system. Gayle said she was under the impression her reclassification was on pause. Diane asked if it could be a standing of the range adjustment. Blythe Robinson suggested speaking to the HR Board liaison. Diane suggested she speak to Kathleen regarding where she left things with HR last year. Diane said she is not asking for change to the FY 20 budget.

Gayle said the FY 20 budget proposes reducing the hours of the on-call bus driver position with the addition of third bus driver. The budget proposes a Personal Services offset increase of EOEIA funds to \$43,432 and continuing with \$10,000 offset from Eastern Development (year two of five year grant).

Linda Clifford reviewed highlights of the expense budget including use of EOEIA Formula Grant funds to offset printing and mailing expenses (\$8,000) and conference fees (\$1,800). The Training and Development line item was reduced from \$4,100 to \$2,200 primarily because Gayle's Executive Coaching engagement will be completed. Other Professional Services was budgeted at \$2,450 for heavy-duty kitchen cleaning services, which is an expense not previously budgeted. The transportation offset will remain at \$2,500. Funds are transferred from the bus gift account where passenger donations are deposited. The Programs and Activities line items is level funded at \$17,000 with the rationale that there are other funding sources available to support new and/or programs, such as The New Era Fund/FWCOA and various community sponsors. The conference line item was increased from \$1,500 to \$1,800. Tom Kealy noted some of the increases are related to expenses that were previously categorized as capital.

Gayle reviewed the next steps of the budget process. Gayle and Linda will revise the budget template and notes, which will be distributed prior to the 11/15 meeting. The accompanying narrative is still being drafted.

**New Business:** Blythe Robinson noted she would be putting together a group to discuss uses of Uber/Lyft money, which requires Annual Town Meeting approval to spend.

Kathleen Vogel announced the report on participation previously scheduled for the November meeting would be postponed to a future meeting, possibly December. More in-depth updates on Transportation and the Newsletter distribution working group will be featured. Kathleen said other working groups that have significant updates to share will do so at the next meeting. Kathleen said Anne Marie Gross and Lisa Heyison determined the Strategic Plan Review working group will not meet until after the holidays. The working group's purpose will be to review notes from previous Board retreats and the current strategic plan to aid in setting shorter-term priorities. A new strategic plan for FY 20-25 will require much more planning. There was general discussion about beginning this process, including possibly engaging the services of a consultant.

**Meeting adjourned:** Kathleen Vogel adjourned the meeting at 12:39pm

**Documents and/or Exhibits referenced at this meeting (previously distributed by Gayle Thieme unless otherwise noted):**

- FY 20 Operating Budget request (Draft)
- Notes to accompany FY 20 draft budget

Minutes prepared by Linda Clifford