

**Town of Wellesley
Council on Aging
Minutes of Board Meeting
Tolles Parsons Center
January 19, 2023 @ 4 pm**

PRESENT

Tony Parker, Chair; Susan Rosefsky, Secretary; members Marlene Allen, Tory DeFazio, Lori Ferrante, Dianne Sullivan, Kathy Trumbull, Kathleen Vogel and Tina Wang; Director of Senior Services Deb Greenwood, Health and Social Services Administrator Kate Burnham, and Advisory Committee liaison Bill Schauffler. **Absent:** Cynthia Sibold,

CALL TO ORDER

Chair Tony Parker called the meeting to order at 4 pm.
Ms. Rosefsky acknowledged meeting recording availability.

PUBLIC SPEAK

No one was present for Public Speak.

RECOGNITIONS

Mr. Parker and the Board members welcomed Deb Greenwood, the newly appointed Director of Senior Services, and thanked Kate Burnham for her work during the director's search.

DIVERSITY, EQUITY AND INCLUSION (DEI) TASK FORCE PRESENTATION

The Board was joined by DEI Task Force members Stephanie Hawkinson, Odessa Sanchez and Melinda Aria-Voci who provided an overview of the work of the Task Force, its vision and mission, as well as reviewing the resolution being proposed for the 2023 Annual Town Meeting. The resolution includes a pledge to transform the Town's institutions, policies and procedures to reflect and honor the diversity of the community and seeks \$100,000 in funding for Phase, 1 which will include an equity audit, that will assist in undertaking this work.

The Task Force is seeking feedback and support for the resolution from town boards and committees. After a brief discussion, upon a motion made Ms. Allen and seconded by Ms. Vogel, the Board **unanimously VOTED** to support the DEI Task Force and its Town Meeting resolution as presented this evening.

The Board thanked the group for the presentation and its work in promoting diversity, equity and inclusion.

APPROVAL OF MEETING MINUTES

After a review and making minor amendments, the Board took the following action:

October 3, 2022 Meeting Minutes:

Moved (Vogel) and seconded (Allen) to approve minutes dated October 3, 2022 as amended.

Motion CARRIED unanimously.

November 17, 2022 Meeting Minutes:

Moved (Rosefsky) and seconded (Allen) to approve minutes dated November 17, 2022 as amended.
Motion CARRIED unanimously.

December 2, 2022 Meeting Minutes:

Moved (Allen) and seconded (Vogel) to approve minutes dated December 2, 2022 as amended.
Motion CARRIED unanimously.

December 15, 2022 Meeting Minutes:

Moved (Allen) and seconded (Vogel) to approve minutes dated December 15, 2022 as amended.
Motion CARRIED unanimously.

DIRECTOR'S REPORT**Finances**

Ms. Burnham recommended the acceptances of the following gifts:

Donor	Purpose	Amount
Richard Campana Trust	7th Distribution to COA	\$6000.00
FWCOA	Coffee Subsidy November	\$ 402.89
FWCOA	Lunch Subsidy November	\$ 361.00
FWCOA	Simons Lunch November	\$ 245.00
FWCOA	Coffee Subsidy December	\$ 692.74
FWCOA	Lunch Subsidy December	\$ 281.00
Anthony & Paula DeMarco	General Donation	\$ 150.00
Elaine Brannigan	5 Framed Photos of Wellesley	\$ 250.00

Upon a motion made by (Vogel) and seconded by (Ferrante) the Board **unanimously VOTED** to accept the gifts as presented.

Lunch Pilot Program. Ms. Burnham reported that in the 9 days that the lunch pilot program has been running, it has shown a marked increase in participation.

FY24 Budget. The COA FY24 budget presentation to the Advisory Committee is scheduled for January 25, 2023. Ms. Vogel will present.

Kitchen Study. Deb Greenwood gave each Board member with one-page document provided by FMD, which identified the key milestones remaining in the project. A discussion ensued about how the Board would participate. Mr. Parker suggested this be discussed at the next Board meeting.

Bathroom Door Mechanisms. The mechanisms which will enable bathroom doors to be opened with power assistance will be installed, possibly in March, from repurposed parts from the Town Hall.

Front Door. The front door power-assist mechanisms were adjusted to prolong the period the door will remain open, once activated.

REPORTS/UPDATES**Chair's Report:**

Updated COA Strategic Plan. Mr. Parker reported he received a proposal from Management Tools and Resources for the preparation of a strategic plan for the COA. The proposal includes the scope of work, timeline and a cost estimate of \$8500.

There was a discussion on the timing for an initial meeting, as well as questions by Board members about funding and possible alternative methods to explore for the development of the plan.

Discussion was deferred until the next meeting so members have an opportunity to review the 2015-19 Strategic Plan. Ms. Vogel will forward the plan as well as an example of a town COA assessment.

Nominating Committee Discussion. Mr. Parker addressed the need for the Nominating Committee to search for prospective new board members, as well as discuss leadership of Board officers for 2023-24. He will provide information to Lori Ferrante, Kathy Trumbull and Tory DeFazio on what is needed.

OLD BUSINESS/NEW BUSINESS

Ms. Greenwood informed the Board she is reviewing job descriptions prior to looking at resumes for the open positions of Assistant Director and Departmental Assistant.

UPCOMING MEETING DATES

Next Regular Meeting of the Board: February 16, 2023 at 4 pm

ADJOURNMENT

Upon a motion made by Ms. Vogel and seconded by Ms. Allen, the Board **unanimously VOTED** to adjourn.

Respectfully submitted,

Adeline Doherty

MEETING DOCUMENTS:

- COA Board Meeting Agenda
- Director's Report - January 19, 2023
- DEI Task Force Presentation
- COA Strategic Plan Proposal - Management Tools & Resources

Approved 2/16/23