

Wellesley Council on Aging
Board Meeting
April 26, 2018

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

In Attendance: Diane Campbell, Kathleen Vogel, Thomas Kealy, Jacqueline Mahoney, Dianne Sullivan, Penelope Lawrence, Lisa Heyison, Miguel Lessing, Barbara Offenhartz

Associate Members: William Murphy

Board of Selectman (BOS): Thomas Ulfelder

Advisory Committee: Lina Musayev

Staff: Gayle Thieme, Linda Clifford

FWCOA/NEF: Tony Parker, Cynthia Sibold

Absent: Frank Pinto, Anne Marie Gross, Sheila Nugent

Call to Order: Diane Campbell called the meeting to order at 4:00pm.

Citizens Speak: None.

Approval of March 29 & April 4 meeting minutes: Lisa Heyison called for a motion to approve the March 29 meeting minutes and Jackie Mahoney seconded. The Board voted unanimously to accept the minutes. Penny Lawrence called for a motion to approve the April 4 meeting minutes and Tom Kealy seconded. The Board voted unanimously to accept the minutes.

The next open Board meeting will happen in late/summer early fall unless an urgent issue requires a meeting before then.

Chair's Report – Diane Campbell

Diane, Kathleen Vogel, and Tom Kealy met with Executive Director Blythe Robinson, BOS Chair Ellen Gibbs and Tom Ulfelder on 4/11/18. They discussed the role of Board members and plans for implementing the new BOS appointment policy. The BOS will ask each COA Board member if s/he intends to remain on the Board beyond this year. Diane said she is hoping to schedule an additional Board meeting on either 5/7 or 5/10 to discuss the charge for future Board members and the skill sets that are desired.

Anne Marie Gross has expressed interest in being the COA Board liaison to FWCOA. Kathleen Vogel asked about other liaison opportunities. Diane said the FWCOA liaison is an immediate need, but it could be beneficial for the Board to have a liaison to other Town Boards. Miguel Lessing put forth a motion to appoint Anne Marie Gross as liaison to FWCOA, and Tom Kealy seconded. The motion passed by a unanimous vote.

Program & Office Assistant Elizabeth Bradley was acknowledged for running the 2018 Boston Marathon and raising \$4401 for FWCOA. This was the third consecutive year Elizabeth has ran the marathon for FWCOA, raising a total of \$17,117.34!

Tony Parker distributed a draft document outlining plans for NEF going forward. NEF has raised \$750K to date, with a goal to raise \$1.5 million by 2020. Two specific fundraising opportunities are short-term client financial assistance, and a Bocce court. Tony requested feedback on the document prior to the next meeting.

Working Groups update – Gayle Thieme

COA Policies – Lisa Heyison, Penny Lawrence, Kathleen Vogel and Gayle met on 4/20. The group reviewed current COA policies and procedures/protocols, and developed a list of potential policies that are needed, e.g.

posting of community event notices, incident reports, informed consent, building use and rental, and participant code of conduct. Next steps for the group include prioritizing and contacting other COAs. Tom Kealy said the building use and rental policy needs its own working group, as there is a lot involved.

Newsletter Dissemination – the same people expressed interest in this working group and the first meeting has yet to be scheduled.

Board operating policies / procedures – Miguel Lessing

Miguel stated a priority is determining the Board composition, member roles, and officer roles. He circulated draft sections of the COA Operating Policies and Procedures working document, and requested further discussion of it at the May meeting. Miguel reviewed the process for nominating and voting on Board officers undertaken in previous years: the Board begins discussions in April, a proposed slate is revealed in May, and the slate is voted on at the June meeting. Miguel suggested continuing with the process this year.

Penny Lawrence put forth a motion to form a group of three current Board members, acting as a nominating group, to prepare and present a slate of officer candidates for the May 2018 COA Board meeting to be voted on at the June 2018 COA Board meeting. Dianne Sullivan and Miguel Lessing seconded.

General group discussion on the motion followed. Tom Ulfelder noted appointed Boards have been operating on more of a rolling basis, compared to elected Boards, which follow a specific protocol. He said he expects this year to be the only year with more BOS involvement, as everyone gets used to new appointment process. He also noted a need to start the new member recruitment process before Annual Town Meeting going forward, which will generate interest and allow for a seamless transition in July.

The group discussed beginning the officer nomination process now. Diane Campbell expressed concern with the fact the motion as stated means a member with a term expiring in 2018 cannot be considered for an officer next year, as it is unknown at this time if those members will be appointed to another term. A second concern is the fact new members will not be involved in the process. Tom Kealy expressed concern that not going through with motion will further delay progress the Board can accomplish over the next several months. Miguel Lessing said it seems as if the Board has three options to proceed – vote for the motion, continue with the current officers past June 30 until new officers are elected, or operate with no officers past June 30 until new ones are elected. There was general discussion about the latter two options.

The motion passed by a vote of 8-1. Barbara Offenhartz, Tom Kealy and Miguel Lessing will serve on the nominating group.

Director's report – Gayle Thieme

Gayle referred to her written remarks previously distributed. Tom Kealy asked about the Terms and Conditions of the Indemnification clause of the COA's vendor agreement. Gayle said she is still awaiting information from Town Counsel and Blythe Robinson. Dianne Sullivan asked about the lunch program policy. Gayle reviewed the current policy, including the process of selling unclaimed meals.

3rd Quarter Budget Summary – Linda Clifford

Linda provided an update on the operating budget, gift accounts, revolving account and EOEI formula grant accounts through the third quarter. Gayle proposed re-purposing \$1000 of the EOEI formula grant originally allocated to "Outreach to Non-English Speakers" to "Enrollment Incentives". The Board was in support of this proposal and Gayle will follow up with EOEI Program Director of COAs and Senior Centers, Emmett Schmarsow.

There was further discussion about the probable turn back from the Building/Rental Lease line item. Based on current spending projections, Finance Director Sheryl Strother is suggesting a turn back of \$35,000 from the

line item.

Linda will make edits to typographical errors noted on the FY 18 Operating Budget projection and Gift accounts chart, and will distribute an updated copy to the group.

3rd Quarter Transportation Summary – Linda Clifford

Linda provided an update on the transportation statistics through the third quarter and Springwell Title III grant which has provided 115 taxi rides between 12/1-3/31; requests that would have otherwise been unmet by the COA. The grant will be fully expended at the end of April/early May. The overall volume of transportation requests is up 6% during FY 18 Q3 compared to the same time last year. COA transportation services have accommodated 96% of all ride requests YTD, however, passenger cancellations have also increased significantly compared to last year.

New Business: None.

Meeting adjourned: Diane Campbell adjourned the meeting at 6:20pm.

Next Meeting(s): April 29, 2018 at 4:00pm

Documents and/or Exhibits referenced at this meeting:

- “What the New Era Fund is thinking going forward – Draft” (distributed by Tony Parker)
- Draft sections of COA Board Operating Policies and Procedures (distributed by Miguel Lessing)
- Director of Senior Services Report (previously distributed by Gayle Thieme)
- FY 2018 3Q Budget update (previously distributed by Gayle Thieme)
- FY 2018 COA Operating Budget projection (previously distributed by Gayle Thieme)
- FY 2018 3Q Transportation update (previously distributed by Gayle Thieme)

Minutes prepared by Linda Clifford