

Wellesley Council on Aging  
Board Meeting  
June 18, 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, Miguel Lessing, Barbara Offenhartz, Anne Marie Gross, Lisa Heyison (4:45pm)  
Associate Member: Sheila Nugent  
Board of Selectman (BOS): Thomas Ulfelder, Beth Sullivan Woods  
Staff: Gayle Thieme, Linda Clifford  
Absent: Frank Pinto, William Murphy

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

**Citizens Speak:** None.

**Approval of May 21 & May 29 meeting minutes:** Anne Marie Gross called for a motion to approve the May 21 meeting minutes and Kathleen Vogel seconded. Linda Clifford will edit a few minor typos. The Board voted unanimously to accept the amended minutes. Jackie Mahoney called for a motion to approve the May 29 meeting minutes and Penny Lawrence seconded. The Board voted unanimously to accept the minutes.

**Chair's Report – Diane Campbell**

Diane reported on the Director of Senior Services FY 18 performance evaluation. Diane said she is aware of the active discussions as they pertain to the draft COA Operating Policies and Procedures. Diane said she has spoken with HR Director Scott Sczcebak, BOS Chair Ellen Gibbs, Executive Director Blythe Robinson and Town Counsel Tom Harrington to explore ways other members can be involved. Tom Harrington advised to continue with the process as it has occurred in past years. Diane asked for any member wishing to share feedback to call her directly and not to email. The performance evaluation form on which to base feedback is on the Town website. The process will conclude by mid-July. Miguel Lessing said when he was Chair; he reviewed the evaluation with Vice Chair. Diane indicated there has been a new ruling concerning the sharing of this information that she will send to the Board.

Tom Ulfelder reported the BOS would defer action on COA Board member appointments, as the BOS does not feel prepared at this time to move forward. Tom Kealy said members were asked to watch the 6/11 BOS meeting, which included discussion about the four COA Board members being held over for an "indeterminate" amount of time, which differs from the one-year period discussed at previous COA Board meetings. Tom Ulfelder said anyone held over is a member in full, with rights and privileges. He reiterated the two member vacancies after June 30 will not be filled as of now and the other four members whose terms expire after June 30 will be held over for an indeterminate period of time. Tom Kealy said it is not fair to ask members to commit to serving on a Board for an unknown period of time.

Tom Kealy asked for an update on the anticipated Memorandum of Understanding (MOU), adding that it is intended to be a draft that the COA Board will review. Tom Ulfelder said the full BOS have not had the chance to discuss further. Miguel Lessing said he does not understand how without appointing new members, others can remain on Board and asked to see the decision in writing. Tom Ulfelder said the Town bylaws do not contain language indicating a member cannot continue. Dianne Sullivan asked if the BOS would be sending a letter to the four members being held over. Tom Ulfelder said not at this time, as the BOS has not taken action one way or another. Kathleen Vogel asked if anyone could externally challenge the decision to hold over members. Tom Ulfelder said based on what Tom Harrington wrote, no. Anne Marie Gross noted the Board has been talking

about this for six weeks and it is appropriate to ask the BOS for a timeline. Tom Ulfelder added that Ellen Gibbs wanted to see the COA Board move through process of electing new leadership as an important basis for the BOS to get back to this topic. Diane Campbell noted July 19 is the next scheduled COA Board meeting.

Diane recognized outgoing Associate members Sheila Nugent and Bill Murphy and outgoing voting members Jackie Mahoney and Miguel Lessing for their time served on the COA Board. The Board presented each outgoing member with a farewell gift.

### **FY 18 Budget Update – Linda Clifford**

Linda Clifford provided an update on the COA Operating Budget as well as Personal Services and the EOEI Formula grant. At this time, the estimated Operating Budget turn back is between \$35-37K. The estimated Personal Services turn back is \$10K. The EOEI Formula Grant is fully expended. There was group discussion on certain Operating line items that were over budget in FY 18, such as printing and mailing expenses (partially due to separate September and October newsletters this year) and office supplies.

### **Director's Report – Gayle Thieme**

Gayle referred to her written remarks previously shared with the Board. Gayle said with the first "Memory Lane Café" happening on 6/25, the COA is raising awareness on what a Memory Café is – an opportunity for people with memory impairment or diagnosis to enjoy an activity or program along with family member, friend or caregiver. Health and Social Services Administrator Kate Burnham recently recorded a public service announcement about the upcoming Café for Wellesley Media.

Gayle shared the following TPC building updates:

- The mismatched wood on the stairs has been swapped out.
- The area of the walkway in the parking lot where water was pooling has been fixed.
- The transition strip in the fitness room and dishwasher chemicals in the kitchen have been installed.
- The Mary Bowers Café mini-refrigerator and walkway grate at the main entrance should be installed this week.
- Permanent railings will replace the planters on either side of the hydration stations; timing is TBD.
- The Permanent Building Committee is still exploring options regarding replacing the kitchen doors.
- There have been fewer complaints overall concerning the HVAC system. The people involved in the project are still monitoring trends and the work is ongoing.
- Restroom plumbing – no issues noted since changing the flushometers. Kathleen Vogel noted the sink in the handicap stall is not ADA compliant. Gayle will bring to the attention of Joe Murray in the Facilities Management Department.

Gayle summarized the staff retreat held on 6/11, including some takeaways from discussions about the accomplishments and challenges staff have experienced since moving to TPC and priorities for coming year:

- Newsletter project – exploration of distribution methods
- Strengthening relationships with other Town Depts., especially the Health Dept.
- 900 Worcester St. – what, if any, opportunities are there for the COA from a programming perspective
- Defining the relationship between the COA, FWCOA and NEF, as well as developing clarity on processes and protocols
- Building up the role of volunteer greeters
- Increasing the number of participants registering online via MyActiveCenter
- Expansion of hours – what does it look like and how do we get there?

Diane noted Gayle's summary of the staff retreat provides an opportunity for further discussion. In the interest of time, the group decided to continue to the next agenda item.

### **FY 19 COA Board**

Diane referenced the email she sent to the Board last week and said she had a different understanding of how the Officers would be nominated and is surprised to see contested elections.

Anne Marie Gross announced her intention to withdraw her name from consideration, adding she has never seen contested elections for any Town or non-profit Board on which she has previously served and was not aware that the elections would be contested until she saw Tom Kealy's email indicating the Officer candidates. Anne Marie said she feels a vote would be divisive, the overall process should be re-evaluated, and she will abstain from voting. Miguel Lessing asked about Frank Pinto's intention to run for Vice-Chair. Anne Marie said she has not spoken to Frank since deciding to withdraw as he is currently away and she cannot speak for him.

Miguel expressed agreement with Anne Marie and said there was no agreement among the three people (himself, Tom Kealy and Barbara Offenhartz) on the nominating group. Tom Kealy said he did what he told the Board he would do: communicated with each member and forwarded the results to Gayle. Tom added he had communicated with Miguel and Barbara on which members had decided to run for various Offices and some people wanted more time to consider due to the anticipated MOU and the 5/29 meeting devoted to discussing Officer roles. He said he does not believe it is the role of the nominating group to choose a proposed slate of candidates. Anne Marie said she thinks that for working relationships on a Board, it is uncomfortable to choose one person over the other.

Penny Lawrence put forth a motion to vote for Kathleen Vogel as COA Board Chair for FY 2019 and Lisa Heyison seconded. The vote passed with eight votes. Anne Marie Gross and Diane Campbell abstained.

Penny Lawrence put forth a motion to vote on the two candidates for COA Board Vice-Chair, and Lisa Heyison seconded. The vote passed with seven votes. Miguel Lessing voted no. Anne Marie Gross and Diane Campbell abstained.

Tom Kealy put forth a motion to vote for Lisa Heyison as COA Board Vice-Chair for FY 2019 and Kathleen Vogel seconded. The motion passed with eight votes. Anne Marie Gross and Diane Campbell abstained.

Lisa Heyison put forth a motion to vote for Dianne Sullivan as COA Board Secretary for FY 2019 and Penny Lawrence seconded. The motion passed with nine votes. Diane Campbell abstained.

**New/Old Business:** FY 19 schedule of meeting dates was reviewed. The February meeting date will likely change from the third Thursday, which falls during school vacation week.

**Meeting adjourned:** Diane Campbell adjourned the meeting at 6:05pm.

### **Documents and/or Exhibits referenced at this meeting:**

- Director of Senior Services Report (previously distributed by Gayle Thieme)
- FY 18 June Budget updates: Personal Services, EOEI Formula Grant and Operating Budget (previously distributed by Linda Clifford)
- FY 19 Meeting Dates (previously distributed)

Minutes prepared by Linda Clifford