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3 Wellesley Council on Aging
4 Regular Board Meeting
5 June 20, 2019
6 4:00-6:00PM
7

8 **Location:** John and Dwin Schuler Multipurpose Room, Tolles Parsons Center 500 Washington St.,
9 Wellesley, MA
10

11 **In Attendance:** Marlene Allen, Diane Campbell, Ann Marie Gross, Lisa Heyison, Thomas Kealy,
12 Penelope Lawrence, Barbara Offenhartz, Frank Pinto, Susan Rosvesky, Dianne Sullivan, Kathleen Vogel
13 Board of Selectmen (BOS): Beth Sullivan Woods
14 Staff: Gayle Thieme, Linda Clifford
15

16 **Call to Order:** Kathleen Vogel called the meeting to order at 4:01pm.
17

18 **Citizens Speak:** Mary Bowers of 27 Washington St. noted several participants have come to her with
19 comments and complaints that she wanted to share with the Board. They included:

- 20 * Signage for Entrance approaching from Washington St. westbound is missing making it easy
21 to miss the entrance to TPC.
22 * Concerns about staff turnover and replacement issues
23 * Unable to enter the building before 9am. Request to have inner vestibule open especially in
24 the cold weather so seniors will not have to sit in a cold car.
- 25 ● Could the COA send out a special notice of senior deaths?
 - 26 ● When is the kitchen going to be workable for cooking classes?
 - 27 ● Could Kate B., social worker, be more visible in the building, could she make rounds
28 during the day/give an informational session on the services she provides?
 - 29 ● Could there be a plaque/notice thanking Mr.Crevo for selling the land to the Town for the
30 parking lot?
 - 31 ● Could the Parkinson Support Group meet upstairs to have some privacy as they only meet
32 1 hr./month? They do not want to meet down stairs as it doesn't provide a confidential
33 area.
 - 34 ● Could there be privacy shades on the Dwin/John Schuler Room when doing fitness classes
35 and movies?
 - 36 ● We cannot speak to the staff anymore since moving in to the TPC, without going through
37 the volunteers.
38

39 **Approval of 5/16/19 and 6/10/19 meeting minutes:** Lisa Heyison put forth a MOTION to approve the
40 May 16 meeting minutes and Penny Lawrence seconded. Diane Campbell objected to some phrasing,
41 comments, some edits and put forth a MOTION to defer approval of the minutes until the July
42 meeting, Ann Marie Gross seconded. The vote tied 5-5, with one abstention (Susan R.) There was
43 general discussion of the process of reviewing, editing and approving minutes going forward. Beth
44 S.W. suggested each line be numbered in the margin for easy reference. Marlene put forth a second
45 MOTION to defer acceptance of the May 16th minutes until the July meeting after corrections to

46 grammar and names are made. Penny Lawrence seconded the motion. The MOTION PASSES
 47 unanimously. Penny Lawrence put forth a MOTION to approve the June 10th meeting minutes and
 48 Tom Kealy seconded. The MOTION PASSED unanimously.

49 **Opening Remarks – Kathleen Vogel**

50 Kathleen provided an update from Board of Health member, Linda Grape, regarding her plans for a
 51 health gap analysis on the needs of Wellesley seniors. Gayle will be meeting with Linda G. in the first
 52 week in July. Linda G. was asked by the Health Department Board to investigate and make
 53 recommendations for the board of health for better ways to serve the senior population. Kathleen
 54 recognized Penny Lawrence and the other members of the Café Lounge Working group for their
 55 achievements to date. (See note in the Newsletter.) Lisa read a thank you letter from Ashley.
 56 Kathleen said there is a pro-bono offer by an outside consultant for an overall department analysis.
 57 Planning is still in the preliminary stages. The individual will gather, analyze, and present data with
 58 recommendations. No decision has been made on this matter.

59 **DIRECTOR EVALUATION PROCESS**

60 Kathleen provided an update on the plans for the Director’s annual performance evaluations. Beth
 61 Sullivan Woods spoke to Town Counsel for clarity about what is and is not a public document, and
 62 how the evaluation should be presented at a Board meeting. Performance reviews would be public in
 63 keeping with Open Meeting Law. Therefore, a recommendation is to prepare a composite document
 64 for the personnel file. This is not part of the public record. A **summary** of the composite could be
 65 presented to the Chair and Director and is not part of the public record. Any Board
 66 presentation/discussion must be limited to comments on the **summary** In order to avoid public access
 67 to the composite. Scott has offered to meet with Board members individually to review the evaluation
 68 forms. He also requests the evaluations be submitted by the end of the month.
 69 Tom Kealy said it would be worthwhile for the Board members to be able to review all of the
 70 suggested Director goals for FY 20. Kathleen Vogel said she would defer to HR Director Scott Szczebak
 71 decision regarding the processing of the goals information.

72 **Gifts to the COA – Gayle Thieme**

73 Gayle referenced the list of donations previously distributed and recognized the \$1,800 grant received
 74 from the Wellesley Hills Junior Women’s Club for the Evening and Weekend Lecture Series. Diane
 75 Campbell put forth a MOTION to accept the gifts as presented at the June 20 Board meeting and Lisa
 76 Heyison seconded. The MOTION PASSED unanimously.

77 **Director’s Report – Gayle Thieme**

78 Gayle provided an update on the recent meeting with Kathleen and Scott S. regarding analyzing the
 79 part-time positions. (See Dir. Remarks, June 14th) Gayle provided an update on staffing. Four
 80 candidates interviewed for the Volunteer Coordinator position yesterday and Gayle will work with HR
 81 to determine the selected candidate. (see Dir. Comments) There are 2 individuals of interest to
 82 pursue. Question posed about the difference in offering a part-time position/full-time position. Part-
 83 time positions are easier to filter through HR. The review of the job descriptions will take place with
 84 HR and start with the Part-time positions. Tom Kealy said he believes there will be room in the FY 20
 85 Personnel Services budget to account for any rate increases for part-time staff that may happen as a
 86 result of the job position analysis. Kathleen noted funds are in the budget to accommodate any
 87 anticipated salary increase after the job descriptions are reviewed.

88 **FY 19 EOE Budget Grant Update:**

89 Linda Clifford provided some information about the repairs on the bus related to maintenance.
 90 When asked for clarification on the insurance statement, Linda responded that there was a minor

91 accident in June with minor body damage to the exterior of the COA bus. In June the bus hit a metal
 92 barrier and sustained damage, no other vehicle was involved, no injuries were sustained.

93 **My Senior Center Update-On-Line Registration--Gayle T.**

94 Gayle provided an update on the ongoing follow up with MySeniorCenter concerning the recent
 95 change to Card Connect as a credit card processor. Eric Andersen notified Gayle he would not be
 96 coming on June 21st . Brian D. from IT speculates there is not enough support for this program and you
 97 may have to think of an exit strategy. Gayle is asking for a guarantee that the system will work
 98 properly with high volume usage. Eric cannot validate this. Registration will be a test of the system
 99 and we will see how it will work. Eric will be here on June 27th to look at system. No other Senior
 100 Centers contacted (15) are using credit card payment. Anne Marie noted that a stress test should be
 101 done on any soft- wear program before it is released to public. There was general discussion about
 102 online registration systems and accepting credit cards.

103 **Beth Sullivan Woods, Liaison Updates**

104 Beth Sullivan Woods said there are two options for COA staff to relocate during the August closure of
 105 TPC, either Town Hall or DPW. Beth said Executive Director Meghan Jop is working with Gayle and IT
 106 Director Brian DuPont on this. Work place, phone lines, everything will be on line. COA staff has the
 107 option to work late Tues. or regular hours on Friday. Social service position will have a privacy area if
 108 necessary.

109 **FY 19 EOEa Grant Budget update – Linda Clifford**

110 (see FY EOEa Formula Grant Update) Management training and Transportation received re-purposed
 111 funds. Discussion on items meeting the EOEa fund criteria as bags, pencils with the new colors and
 112 logo on them. Is this branding or advertising? Different interpretation from Director’s conversation
 113 with Emmitt S. and board member’s conversation with Emmett S. Kathleen noted that novelty items
 114 do not meet the criteria. Discussion included use of EOEa funds and re-purposing of funds. Gayle
 115 noted that Emmett S. will hold informational meetings on the “green guide” used for this purpose. His
 116 next meeting will be in Lincoln, MA. Kathleen will send out the information on the time and place.
 117 Question raised regarding having Kate B.’s three “YouTube” videos easily available for residents to
 118 view. Gayle notes it is on the COA web site. What it is under? She will send Board members the link
 119 and put the video up on the Facebook page.

120 **FY 19 Budget Closeout update – Linda Clifford**

121 Approximately \$ 8,000.00 to \$9,000.00 in turn back funds. There is no need to transfer funds from the
 122 Bus gift account as a spending offset.

123 Request to have close out report due in July in written form, itemized.

124 **COA Bus Fare Promotion update – Linda Clifford**

125 (see Bus Fare Update June 1019)

126 Diane Campbell put forth a MOTION to extend the free bus fare arrangement until such time as the
 127 Transportation Working Group makes a recommendation to the Board. Lisa Heyison seconded.

128 MOTION PASSED unanimously.

129 **Working Group updates**

130 *Transportation Working Group– Kathleen Vogel and Linda Clifford.*

131 *The last meeting was in May before the board meeting. The next meeting will take place in July and*
 132 *information will be forthcoming at the July meeting.*

133 **BOS liaison updates – Beth Sullivan Woods**

134 Beth said at the 6/17 BOS meeting, Kathleen Vogel was reappointed to a three-year term. No
 135 additional appointments were made. Beth said the Town News and Announcement posting has

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137 resulted in applications for the two vacancies as of June 30. Beth strongly encouraged the Board to
138 move forward with planning and scheduling a retreat in early FY 20 as the COA has important work to
139 do regarding COA goals and budget objectives. There is no information available regarding a meeting
140 with the COA Board and the BOS or any new appointments or dates. The appointment process
141 includes the Chair reviewing information on candidates and sending comments to the BOS, however,
142 the BOS has the ultimate responsibility to appoint candidates regardless of the Chair's comments.
143 Kathleen and Beth will follow-up on any new information as it becomes available.

144 **Proposed FY 20 COA Board Meeting Dates – Gayle Thieme**

145 Gayle reviewed the list of proposed dates. Gayle will issue a Doodle poll regarding a Board retreat.

146 **Old/New Business:**

147 Kathleen said Town Clerk KC Kato has said there will be a training on Open Meeting Laws on 7/17 from
148 9am-10:30 am at Town Hall. All Board members are invited to attend. Diane Campbell expressed some
149 concerns with landscaping outside of the building. Gayle requested Diane to provide a written
150 description of the areas in question and she would contact DPW about it. There was group discussion
151 about signage at the entrance to the building and the other comments made during Citizens Speak.
152 Beth Sullivan Woods to follow up on the signage. Lisa Heyison recognized Ann Marie Gross and
153 Barbara Offenhartz for their service on the Board.

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155 **Meeting adjourned:** Kathleen Vogel adjourned the meeting at 6:00pm
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157 **Documents and/or Exhibits referenced at this meeting (previously distributed by Gayle Thieme**
158 **unless otherwise noted):**

- 159
- List of donations to the COA requiring acceptance by COA Board
 - Director of Senior Services Report
 - FY 19 EOEI Formula Grant update
 - COA Bus Fare Promotion update
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164 Minutes prepared by Linda Clifford and Dianne Sullivan
165 Reviewed by Kathleen Vogel, Chair