

**Council on Aging Minutes of July 15, 2020
Online Remote Board Meeting**

Members Present: Marlene Allen, Chair; Gerry Hume; Tom Kealy; Penny Lawrence, ViceChair; Tony Parker; Susan Rosefsky, Secretary; Dianne Sullivan; Kathleen Vogel

Also Present: Heather Munroe, Director; Amy Rose, Activities Coordinator (left at 1.21pm); KC Kato, Town Clerk (left at 1.12pm)

Members Absent: Lori Ferrante; Bob Ferrell; Lisa Heyison

Meeting Documents:

Agenda
Director's Report
FY20 Year-End Report
Draft Minutes of 05-16-2020 Meeting

1. Call to Order

Ms. Allen, Chair, called the meeting to order at 1:05 pm.

Ms. Allen announced the meeting was being recorded by Wellesley Media for subsequent viewing on Comcast Channel 8 or Verizon Channel 40 through wellesleymedia.org. Also, meeting agendas are posted at wellesleyma.gov at least 48 hours (business days) before the meeting, and the protocol for participation during Citizen's Speak is described at the bottom of the agenda.

Ms. Allen introduced KC Kato, Town Clerk, to swear in two members, Penelope Lawrence and Gerry Hume, who have agreed to continue on the Board for new three-year terms.

2. Citizen Speak None

3. Minutes

Minutes of the June 25, 2020 board meeting were reviewed and revised. **A motion was made by Tony Parker and seconded by Susan Rosefsky to accept the revised minutes of the June 25, 2020 meeting. In a roll call vote of Members Present named above, the motion passed unanimously 8-0.**

Susan Rosefsky suggested she write the minutes at least until an Assistant Director is hired. The writing of the minutes will then be discussed again.

4. Programming

Amy Rose and Heather Munroe updated the Board on COA Programming. The September/October newsletter content deadline is July 24, 2020. All programs are online. Increased programming can be expanded due to online presentations, so there are extra Pilates, Tai Chi to be discussed with instructors. Exercise classes remain the same. Personal Training has resumed, and Mahjong group added. Art online remains difficult, but French and German language sessions are working. On the

media platform, a program on isolation/mental health, Medicare, Shine, and a Vietnam Veteran author are programmed. For October musical performances are being re-scheduled.

The Board discussed the "slow down" of mail delivery, the lack of control of delivery date with bulk mailing, the intent to submit the newsletter earlier, and that seniors could still possibly sign up, even if the program has started.

5. Finance

Ms. Munroe presented the FY20 Year End Report as also included in the Director's Report and verbally supplemented the line-by-line entries. EOE funds complete report will be explained at the next meeting.

- The MacBook Air is at the TPC for Wellesley Media use, but maintenance is not covered by Town IT. "AppleCare" was suggested to provide a 3-year extended warranty as an option.
- The Verizon plan for phones will be upgraded to unlimited.
- The coffee machine was expected to be replaced in YF20, but the purchase order was not completed.
- The *actual* cost of the newsletter and the line-item figure do not match. Ms Munroe will reconcile the format discrepancy and follow up on all issues, reporting back at the next Board meeting.

6. Personnel

Mary Lou Seltz will cover for Kate Burnham until she returns on August 28.

The Assistant Director's job description is not yet complete. **A motion was made by Kathleen Vogel and seconded by Gerry Hume to authorize Ms. Allen, Ms. Sullivan, and Ms. Vogel to work directly with Ms. Munroe and the HR Director to prepare the document for presentation to the Board. In a roll call vote of Members Present named above, the motion passed unanimously 8-0.**

7. Transportation

Dispatch transfer to MWRTA will begin August 3. Patrons currently using the bus this summer will be notified directly and guided through the change. Blanket notification describing the process will be sent to all patrons and will be in the next newsletter. Bus rides remain free.

8. Retreat

An online remote retreat will be scheduled to be held hopefully before August 14th, primarily to set goals for the year.

9. Reports

Chair's Report

- There will be no weekly director's report, and a reporting schedule is to be determined.

- Staff evaluations are due August 14th. The Board is responsible for the evaluation of the Director in 6 months, and then annually. The Director will complete the evaluation of our other 50-60 Series staff member, Kate Burnham, when she returns from her leave. The Director will also evaluate all other staff at 6 months and then annually.
- The TPC will be a voting poll location on September 1st, November 3rd, and potentially December 1st. Onsite voting can be done at the TPC building with physical movement that will not include the main areas of the first floor.
- Ms. Munroe will be responsible for CORI checks until an assistant director is hired.
- Normally at this time the Board would start working on the FY22 Budget in preparation for presentation in the fall. That is being postponed until State and Town finances have a clearer picture to offer guidelines. However, the COA is in good shape moving into our FY21 Budget.

Working Groups

Working groups are proving successful and will continue. These are: Programming, Social Services, Transportation, Volunteers, Finance, and newly named Customer Relations.

Director's Report

Ms. Munroe verbally highlighted some of the itemized topics in her written report, which reported on the status of staff computers, the Director's cell phone acquisition, iPad use, Office 365 licensing, revisions to the handling of phone calls, software acquisition, staff training, Wellesley Service Line status, website updating, COVID-19 updates, FY20 Encumbrances, office staffing and roles, recent program registration, new programming initiatives, monthly goals for staff, transportation service changes, and status of volunteers.

10. Old Business/New Business: None

Urgent items not anticipated prior to 48 hours of meeting: None

The next regular meeting is scheduled for online remote at 1 PM August 19, 2020.

A motion to adjourn the meeting was made by Kathleen Vogel and seconded by Tom Kealy. In a roll call vote of Members Present named above, the motion passed unanimously 8-0, and the meeting was adjourned at 2.59 pm.

Accepted: August 19, 2020