

Wellesley Council on Aging
Regular Board Meeting
July 18, 2019
4:00 PM

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

In Attendance: COA Board: Marlene Allen, Diane Campbell, Lisa Heyison, Tom Kealy, Penny Lawrence, Susan Rosefsky, Dianne Sullivan, Kathleen Vogel

Board of Selectmen (BOS): Beth Sullivan Woods

Staff: Gayle Thieme, Linda Clifford, HR Director Scott Szczebak

Town Counsel Representative: Donna Brewer

Absent: Frank Pinto

Call to Order: Kathleen Vogel called the meeting to order at 4:04pm.

Citizens Speak: None.

Approval of 5/16/19 and 6/20/19 meeting minutes: Penny Lawrence put forth a motion to approve the May 16 meeting minutes as corrected and Tom Kealy seconded. There was discussion about listing the names of members either voting no or abstaining on motions. Per Beth Sullivan-Woods, this is practice with the BOS minutes. The motion passed by a unanimous vote.

Marlene Allen put forth a motion to approve the June 20 meeting minutes and Tom Kealy seconded. Minor revisions were suggested and Linda Clifford will make these edits. Kathleen Vogel put forth a motion to accept the minutes as amended and Marlene Allen second. The motion passed by a unanimous vote.

Opening Remarks – Kathleen Vogel

Kathleen reminded members to put their cell phone on silent during the meetings and to be recognized by the Chair before speaking.

Director's Report – Gayle Thieme

Gayle referenced the report previously distributed and provided some additional updates concerning the hiring of new staff and the temporary staff. Gayle stated temporary staff will continue for 6-8 weeks. Kathleen Vogel asked members to email her if they wish to participate in any future interviews.

Gayle made a recommendation to work with graphic designer Sherry Hanks on the layout of the September/October newsletter. Her quote is \$600-\$875, to be charged to COA operating expenses. The actual cost for her work on the July/August newsletter was \$775. Lisa Heyison put forth a motion to give funding for the September/October newsletter and to outsource the work to Sherry Hanks, and Marlene Allen seconded. The motion passed by a unanimous vote.

Gayle reported the FWCOA has requested to limit the lunch subsidy to Wellesley residents age 60 and above, effective September 1, 2019. Gayle reviewed how staff and volunteers will revise the current systems in place to ensure the new policy is followed and how this change will be communicated to current participants and volunteers. Marlene Allen inquired about allowing people to pay more than the \$4.00 per meal if they do not want the subsidy. Gayle said there may be ways to further streamline the lunch program to allow participants to pre-pay and/or to pay more than the subsidized cost.

Gayle reviewed her recent meeting with COA volunteer Pam Jerskey, who will be assisting with data collection and analysis. Kathleen Vogel said she would like Pam to present some findings at an upcoming Board meeting.

There was group discussion about potentially extending the personal training sessions now that the pilot program has concluded. The trainers are available to meet with participants and reported to Gayle many of the participants during the pilot program expressed an interest to continue the training. Gayle noted there would be no subsidy available so

participants would pay the full \$55 per 45-minute session. There was consensus to try a full-fee session to gauge participant interest and discussion about asking the trainers to consider lowering their rate.

Gifts to the COA – Gayle Thieme

Gayle referenced the list of donations previously distributed and noted a typo that will be revised. Diane Campbell put forth a motion to accept the gifts as presented at the June 20 Board meeting and Marlene Allen seconded. The motion passed unanimously.

Gayle referenced the draft FY 19 COA gift report previously distributed. Gayle reviewed two of the non-monetary donations in the report and noted an error. Gayle will issue a revised report to the Board. Kathleen noted the COA is no longer assigning a value to non-monetary donations - this was a change made over the course of FY 19. There was group discussion about including sponsorships. Gayle said she will ask Finance Director Sheryl Strother for clarification.

Kathleen Vogel put forth a motion to accept the revised gift report to be submitted to the Town and Lisa Heyison second. The motion passed by unanimous vote.

Chair's Report – Kathleen Vogel

Kathleen suggested forming a Community Relations Advisory Committee (per Bylaw Article 6.5) consisting of TPC participants and COA Board members for creating listening sessions for the TPC participants to share feedback, ideas and concerns. There was group discussion about the idea. Diane Campbell suggested instituting office hours as an alternative. Linda Clifford asked if with the name committee in the title, if the group is subject to Open Meeting Law (OML). Donna Brewer confirmed that if the committee is formed by vote of the Board, it would be subject to OML.

Lisa Heyison put forth this motion:

I move that the COA Board establish the COA Community Relations Advisory Committee, in accordance with the Town of Wellesley Bylaw, Article 6.5, for the purpose of improving access and opening lines of communication between the Wellesley senior community and the COA Board.

Penny Lawrence seconded. The motion passed by a unanimous vote.

Transportation Working Group update – Linda Clifford

Linda provided an update. The working group met last week to review the recent transportation staffing changes and timeline for hiring new staff. The group continues to move ahead with thoroughly examining the option of Central Reservations offered by the MWRTA, including scheduling a follow up meeting to discuss the mechanics behind the system.

BOS liaison updates – Beth Sullivan Woods

Beth reported the Police Department is ready to implement increased signage to improve turning into TPC from Washington St. With the impending heat wave, Beth said the Housing Authority is communicating to its residents that the community rooms at each of the housing sites have air conditioning so that residents looking for cooling stations can go there.

Annual Performance Evaluation of Director of Senior Services – Scott Szczebak, HR Director

Scott reviewed the aggregate scores from the FY 19 evaluation form completed by all COA Board members and provided a brief overview of Gayle's goals for FY 20:

1. Increase use of statistics and metrics and coordinate with COA Board and their usage
2. Learn to prioritize tasks and manage time more effectively
3. Become an advanced user of MySeniorCenter

Motion to enter in to Executive Session under M.G.L. c. 30A section 21 (A) exception #1 to discuss the discipline of an employee.

Kathleen Vogel: I move that the Board convene in executive session for the purpose of discussing the discipline of Director Gayle Thieme, **(Executive Session under M.G.L. c. 30A section 21 (A) exception #1 to discuss the discipline of an employee)** allowing Director Thieme, HR Director Scott Szczebak, BOS Liaison Beth Sullivan Woods, and Donna Brewer from the Town Counsel's office to participate in the discussion, and to re-convene in open session at the conclusion of

the executive session for the purpose of continuing with the meeting agenda.

Dianne Sullivan: So moved

Kathleen Vogel: Do I have a second?

Penny Lawrence: I second

Kathleen Vogel: This motion requires a roll call vote. I will call each of you by name. Please reply yes or no, when your name is called.

Marlene Allen: Yes

Diane Campbell: Yes

Lisa Heyison: Yes

Tom Kealy: Yes

Penny Lawrence: Yes

Frank Pinto: Absent

Susan Rosefsky: Yes

Dianne Sullivan: Yes

Kathleen Vogel: Yes

The motion carried with a unanimous vote.

Motion to exit Executive Session at 5:58 PM

Kathleen Vogel: I move that the Council on Aging Board reconvene in open session.

Dianne Sullivan: So moved

Kathleen Vogel: Do I have a second?

Penny Lawrence: I second

Kathleen Vogel: This motion requires a roll call vote. I will call each of you by name. Please reply yes or no, when your name is called.

Marlene Allen: Yes

Diane Campbell: Yes

Lisa Heyison: Yes

Tom Kealy: Yes

Penny Lawrence: Yes

Frank Pinto: Absent

Susan Rosefsky: Yes

Dianne Sullivan: Yes

Kathleen Vogel: Yes

The motion carried with a unanimous vote.

COA re-enters Regular Board Meeting

New Business: None.

Meeting adjourned: Kathleen Vogel adjourned the meeting at 6:00pm

Documents and/or Exhibits referenced at this meeting (previously distributed by Gayle Thieme unless otherwise noted):

- List of donations to the COA requiring acceptance by COA Board
- Director of Senior Services Report
- FY 19 COA Gift Report

Minutes prepared by Linda Clifford/Kathleen Vogel