

Wellesley Council on Aging
Board Meeting
August 15, 2019

Location: Arnold Room, Wellesley Free Library

TIME: 3:30PM-5: 35PM

In Attendance: Kathleen Vogel, Lisa Heyison, Dianne Sullivan, Penelope Lawrence, Thomas Kealy, Diane Campbell, Marlene Allen, Frank Pinto (Citizens speak only-departed 3:45pm)

Board of Selectmen (BOS): Beth Sullivan Woods

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

Town Counsel Representative: Donna Brewer

Absent: Susan Rosefsky

Call to Order: Kathleen Vogel called the meeting to order at 3:32pm.

Citizens Speak: Frank Pinto's request to speak at this time was deemed "out of order" by the Chair, Kathleen Vogel, as he was scheduled at a later time on the agenda. Frank persisted and read his two and half page statement describing his unwavering support for Gayle Theime and his dissatisfaction with the COA Board and the HR Director, Scott Szczebak. At the conclusion, Frank stated he is resigning from the COA Board and left the meeting immediately. Lisa Heyison asked the Board to take a moment and reflect on all the good people in this room. After a short pause the COA Board continued the meeting.

Approval of 7/18/19 COA Regular Board meeting minutes: Lisa Heyison put forth a motion to approve the July 18 meeting minutes. Following discussion, minor edits were suggested and Linda Clifford will make those changes. Lisa Heyison put forth a motion to approve the minutes as amended and Penny Lawrence seconded. The motion passed by a unanimous vote. The executive minutes will be addressed next month.

Director of Senior Services Search Process – Human Resources Director Scott Szczebak

Scott thanked Gayle for her work here at the COA and wished her the best in the future.

Scott reviewed the process to appoint an Interim Director, the transition process and hiring process for a permanent Director. Scott recommends a small search and selection committee for the Interim Director and a screening committee for the permanent Director search. Diane Campbell suggested listening sessions to involve interested community members. Scott said the Director's job description and duties will be revised, as part of the process and the classification will be in the same range. Scott hopes to have the Interim Director start as soon as possible, perhaps early September. The Interim Director would not be considered for the permanent position. (See hand out) Scott recommends a screening process with a variety of town employees to review resumes and recommend interviews. This is a lengthy process and usually takes about 90 days.

The HR Department is moving forward on this issue. HR will hire some temporary staff to cover any areas where needed. The other positions are still being filled.

Kathleen asked board members to let her know when they would not be available for a retreat so she can find a date.

Director's Report – Gayle Thieme

Gayle referenced the report previously distributed and provided additional staffing updates. The Board discussed the status of the conditional offer made to the Senior Activities Coordinator. The issue of multiple requests for holiday time off during the 6-month probationary period and its impact on the other staff were a concern. It was acknowledged that a vacation policy needs to be developed for the future. HR, and the Chair will have a conversation with the candidate to clarify request for time off. A letter was sent to the candidate with a conditional offer for the position, stating the usual process for requesting holiday time off In

the future. Discussion involved the effect on the staff, re-posting the position or accepting this candidate's request.

HR is willing to speak to the candidate and tell her the director is leaving and HR could not guarantee all her holiday requests.

HR to have a conversation with the candidate for the Transportation Coordinator position as the hours and responsibilities have changed from the original posting. Gayle submitted a Job description with revisions to HR for the new position.

Lisa H. again asked the staff to identify areas where the board could volunteer for specific assignments.

Discussion of Board Member Conduct

Tom Kealy described a derogatory phone conversation he had with Frank Pinto at Frank's request concerning Gayle Thieme's performance review. Tom said Frank used personal attacks, abusive /threatening language several times over the course of their conversation. After consultation with BOS, Beth Sullivan Woods and Marjorie Freiman, Tom K. elected to bring this forward to the COA Board.

There was a consensus that personal attacks, use of abusive language and/or threatening language against another Board member impacts the individual, the entire Board and their ability to work on the business of the COA Council. This type of disrespectful behavior should not be allowed. Discussion followed regarding the possibility of this type of behavior being repeated by Mr. Pinto, and any possible security/safety issues.

Lisa Heyison put forth a motion to terminate Frank Pinto's role as a COA volunteer in any capacity and Penny Lawrence seconded. The motion passed by a vote of 6 to 1. Diane Campbell voted no.

Lisa Heyison put forth a second motion that any reconsideration of this issue be brought before the COA Board, seconded by Penny Lawrence. The motion passed by a vote of 6 to 1. Diane Campbell voted no.

The group discussed how to convey this information to Frank. Donna Brewer will draft a letter for Gayle's review to be signed by Gayle T. and Kathleen V. before it is sent to Frank.

Beth Sullivan Woods will report Frank's resignation to the BOS.

Gift to the COA – Estate of Richard A. Campana – Gayle Thieme

Gayle reported the estate of Richard A. Campana has made a gift to the COA earmarked for "senior citizen programs". The first distribution of \$100,000 has been received. Town Counsel estimates the forthcoming second distribution to be more than \$100,000. Gayle reported Town Treasurer Marc Waldman said the BOS could accept the gift as a trust for a defined period of time, perhaps 10 years, allowing it to accrue interest. Further details are to be worked out with the finance department and the BOS. No reporting mechanism to the estate of Richard A. Campana has been identified at this time. Approval from the BOS is necessary for any gift expenditure.

Lisa Heyison put forth a motion to accept the \$100,000 gift from the Richard A. Campana estate for "senior citizen programs" and Penny Lawrence seconded the motion. The motion passed by a unanimous vote.

Gifts to the COA – Gayle Thieme

Gayle referenced the list of donations previously distributed. Diane Campbell put forth a motion to accept the gifts as presented at the August 15 Board meeting and Lisa Heyison seconded. The motion passed unanimously. The past gift account report was re-issued with correction.

Draft annual report to the Town of Wellesley – Gayle Thieme

Gayle reviewed the draft copy previously distributed. Gayle noted that Town Communications and Project Manager Stephanie Hawkinson has also provided feedback in an effort to condense the draft to two pages. The

group discussed content revisions as additional information on LGBT activities, Language to link the COA activities to the goals of the Unified Plan, number of non-ambulatory rides provided, pool activity, and participation statistics. (See hand out)

Marlene Allen put forth a motion to have Kathleen Vogel and Gayle revise the draft before submitting it and Lisa Heyison seconded. The motion passed by a unanimous vote.

Beth Sullivan Woods provided information related to the completion of the plumbing and carpet installation.

Transportation Working Group update – Linda Clifford, Gayle Thieme, Kathleen Vogel, Marlene Allen

Linda summarized the meeting with MWRTA representatives.

The MWRTA will provide outreach sessions including but not limited to: scheduling education, process, 14 day reservation window, application for account, and cancellation policy, and any fee structure change.

The daily manifest will be sent to the COA 2 days before the scheduled ride day. Board discussion at a later date to include clarification of a fee/no fee option. Voluntary donations to the transportation program have increased over the past year. The transportation committee to discuss these issues.

The timeline for implementation of this change to be developed. The MWRTA staff recommends starting before the weather gets too cold and stormy.

All the scheduling & bus activity monitoring is done with a software program the MWRTA will provide. The MWRTA will refer seniors to the VDP program if the bus schedule cannot accommodate their request.

Diane Campbell suggested a listening and information session for current users. Kathleen agreed we should start this change as soon as possible within the constraints of Linda's workload and the request from the BOS for the COA to reduce transportation costs and still provide adequate service. The educational session should be adequate to answer any questions the seniors might have. No vote was taken on this issue.

FY 19 Year End Budget Report – Linda Clifford

This agenda item was postponed to the next meeting. Linda asked members to submit any questions they have to her prior to the next meeting.

New Business: None.

Meeting adjourned: Kathleen Vogel adjourned the meeting at 5:35pm

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 Year End Budget Report
- Council on Aging Director of Senior Services Transition and Hiring Process (distributed by Scott Szczebak)
- Director of Senior Services Job Description (distributed by Scott Szczebak)

Minutes prepared by Linda Clifford and Dianne Sullivan

Reviewed by Kathleen Vogel, Chair