

Wellesley Council on Aging
Board Meeting
August 16, 2018

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

In Attendance: Kathleen Vogel, Lisa Heyison, Dianne Sullivan, Diane Campbell, Thomas Kealy, Penelope Lawrence
Executive Director of Government Services: Blythe Robinson
Staff: Gayle Thieme, Linda Clifford
Absent: Barbara Offenhartz, Ann Marie Gross, Frank Pinto

Call to Order: Kathleen Vogel called the meeting to order at 4:00pm and noted the meeting is being audio recorded.

Citizens Speak: None.

Approval of July 19, 2018 meeting minutes: Lisa called for a motion to approve the July 19 meeting minutes and Tom Kealy seconded. Diane Campbell requested a change to the section on Board appointments to indicate that she was asked to call the applicants who were not known to the Board of Selectman (BOS). Linda Clifford will make this change. The Board voted unanimously to accept the amended minutes.

Chair's report – Kathleen Vogel

Kathleen recognized Gayle Thieme for the work she has done to ensure a smooth transition in Board leadership over the past several weeks.

Kathleen reported there is no additional information at this time regarding the two Board vacancies.

Town Clerk KC Kato and Town Counsel Tom Harrington are hosting a training session on Open Meeting Laws on 8/22. Kathleen said she and Lisa Heyison would be attending. Tom Kealy and Diane Campbell expressed interest in attending as well.

Director of Senior Services Report – Gayle Thieme

Gayle referenced her written report previously sent to the Board. Diane Campbell offered assistance with touring the Newton COA staff and city officials visiting TPC on 8/17. Tom Kealy asked about the Capital budget process – if items under \$5K will still be included in Capital. Blythe Robinson noted the new capital policy would require items to be at least \$10K. Blythe notes departments will need to work through the process this first year and that the Selectman's Office and BOS are aware of the impact such a policy change will have on smaller departments, like the COA.

Kathleen Vogel noted the Friends of the Wellesley COA (FWCOA) wants to grow their membership and may have a presence at the TPC Birthday Celebration on 10/1. Gayle noted FWCOA are planning two "Meet and Greet" opportunities in September.

Diane Campbell expressed concern about the "Age Friendly Advisor" proposal from Tim Driver in that it will result in additional work for staff to maintain. Kathleen also expressed concern about the potential for negative comments and the additional work for staff. Lisa Heyison asked how well the site would be monitored. Gayle said she asked the same questions and expressed the same reservations during her meeting with Tim Driver. Gayle noted she explained that the first step would be to present information to Board, and then see how the site launches. Wellesley has not yet claimed a page on the site.

The State primary election is on 9/4. TPC is a voting location. No programs are scheduled in the Schuler Room and lunch will take place in the **Mary Bowers Café**.

The Town is receiving \$19,377.70 from the State for Uber/Lyft rides originating in Wellesley in 2016. A recent state law requires that 10 cents from each ride go back to the municipality in which the ride originated. The money is to be spent on projects that address the impact of Transportation Network Services on the communities where such services operate. Gayle and Linda attended a meeting with Blythe Robinson and other Town departments to review ideas for spending the money, which needs to happen before the end of the calendar year. It was determined that the majority of funds will go to DPW/Police projects, while somewhere between \$1K-3K will go to the COA. Gayle proposed to use the funds for taxi transportation services to supplement the COA bus and VDP as we did with the Springwell Title III grant earlier this year. Tom Kealy asked about using Uber/Lyft services. The COA will explore this opportunity further. A challenge is that Uber and Lyft requires an immediate payment by credit card, while the Town requires departments operate off an invoice.

Gayle said Ashley Shaheen has been working to onboard new instructors to teach new Pilates, cardio sculpt, drawing and painting classes starting this fall.

Gayle referred to the written summary of the TPC kitchen meeting. Kathleen Vogel asked for a brief overview of what was originally spec'd for the kitchen and how the current situation came to be. Gayle said her understanding throughout entire advocacy and building process has been that kitchen was termed a "commercial" kitchen. As the Health Department has conducted various inspections, Health Director Lenny Izzo has noted that the kitchen is not in fact, a commercial kitchen and that this kitchen is not what was presented to them during the building process. Modifications and changes were made at some point and the Health Department was not brought into the discussion. There has been ongoing follow up between the COA and Health Department in order to obtain a permit for a "catering" kitchen, including the purchase of a warming oven.

Blythe Robinson added that the kitchen as it is currently is nearly a complete commercial kitchen. The Permanent Building Committee and Facilities Management Department are aware of the plans and budget. A next step is determining what changes are required in order to be able to expand kitchen operations. Blythe said she, Gayle and Lenny Izzo will continue this work over the next year. Gayle noted certain types of spaces located elsewhere in Town were not planned to exist at TPC. An example is a teaching/demonstration kitchen, as there is one at the Recreation Department. The focus of the TPC kitchen always has been the COA food service program.

Tom Kealy noted the need for a "Person in Charge", which could be a 10 hour/week requirement. He feels this should be an employee, which directly relates to the timing of the FY 20 budget process. Gayle said possibly the "Person in Charge" position would split between two or three people across the week, and it could be lead volunteers who serve in this role.

FY 19 Formula Grant update – Gayle Thieme

Gayle said the latest update from EOEA has it \$12/elder. Gayle referred to the draft budgets at \$11 and \$12/elder previously distributed. Gayle noted the funds earmarked for Transportation are reduced by \$10K due to the return of the Eastern Development grant, which is specific to transportation. Kathleen Vogel asked how the amount earmarked for Transportation was determined. Gayle said previously most funds were spent on the COA's transportation contract with M&L when they provided bus services. When the COA ended that contract and began working with the MWRTA for bus services, which involved hiring two part-time bus drivers, the Board agreed to spend Formula Grant funds on transportation staff wages.

Lisa Heyison asked about the difference in the amount proposed to Fitness Instruction when comparing the two budgets. Gayle noted the category “Fitness Instruction” can be thought of more broadly. Funds can be used toward other class series, e.g. a Health and Wellness speaker series, and piloting fitness and wellness classes. Dianne Sullivan asked if there is data regarding how many people have expressed interest personal training. Gayle noted that anecdotally, participants have been asking about it during most fitness room orientation sessions. Tom Kealy said the grant amount not allocated to staff wages is increasing by \$22,500 dollars, which gives enormous flexibility and support to COA. However, there is nothing in the budget for personnel for opportunities that may happen outside of the COA’s current business hours. Gayle said part-time staff hours can be flexible depending on program needs. Diane Campbell said this is a great opportunity for growth, flexibility and trying new things. In addition, there have been previous discussions regarding opportunities for partnerships with NWH in the health and wellness arena.

Diane Campbell called for a motion to approve Gayle Thieme to proceed with submitting the budgets as drafted understanding there are opportunities to revise budget as needs arise. Lisa Heyison seconded and the motion passed unanimously.

FY 18 Budget Closeout – Linda Clifford

Linda referred to the worksheets on the COA financial accounts that were previously distributed. Linda noted the Hedwig Reynolds gift account and Genovese Scholarship fund were merged with the FWCOA/Client Assistance fund earlier this year, so all requests for financial assistance will go through the Client Assistance fund as the other two accounts are now inactive. Tom Kealy said he would like to see funds received through grants as well as major gifts that do not show up on the gift accounts. Gayle said the COA is required to submit a comprehensive spreadsheet to the Finance Office annually outlining all gifts to the COA that are reported to the BOS.

Linda reported that credit card fees are averaging around \$260/month to date. The program cost structure pricing changes went into effect in March 2018 and the project code balances in the revolving account indicate which programs result in a surplus. Tom Kealy said the revenue brought in did not increase as much as he was anticipating. Linda noted the first quarter of FY 18 was much lighter than usual in preparing to move to TPC and the year overall was a year of great change, with the cost structure changes, a long time instructor leaving and several new offerings. Blythe Robinson said a larger discussion about credit card fees Town-wide will be taking place later this year and she will ensure the COA is included in that conversation.

Linda noted the turn back amount in the COA Operating budget is very close to the available balance in the Building Rental/Lease line item, due to budgeting for tenancy at the Wellesley Community Center through December 2017 when in fact, TPC opened in October 2017. Linda noted the FY 18 EOEI Formula Grant was fully expended as noted at previous meetings. Gayle explained the Finance Department must sign off on a form returned to the State confirming that all Formula Grant funds were spent by 6/30/18.

Newsletter Working Group update – Linda Clifford

Linda provided an update on the working group, which held its kickoff meeting last week. The group brainstormed ideas for developing a survey tool to use when benchmarking with other COAs and next steps will be taken to reach out to those centers. Tom Kealy suggested considering emailing an electronic copy sooner than is currently done as an incentive to opt-out from the mailing.

FY 19 reports to the Board – Gayle Thieme & Linda Clifford

Gayle reviewed the documents previously distributed and shared the following considerations made when creating the draft schedule: ensuring the schedule is manageable for staff, including information not previously presented to the Board or has been limited, and using working groups to stay on top of trends in between reports. Lisa Heyison said the schedule looks balanced and does not look like it will overload the meeting

agenda. There was general group discussion about the proposed schedule, categories/content, including reporting on grants and corresponding pilot programs. Tom Kealy requested an additional update on the operating budget and EOEI Formula Grant in June, prior to the full year-end report in August. He also asked if updates on Gayle's annual goals could be included. Kathleen Vogel noted it may be more appropriate for Gayle to report on her goals in the monthly Director's remarks that are distributed prior to meetings with additional updates as needed. Dianne Sullivan said she feels there should be a quarterly report on transportation. Gayle said transportation is an area where a working group can be utilized. Kathleen added that working group could determine the specific information to be included in future reports. The group agreed all reports should include a production date on a footnote on all pages.

The group approved the proposed schedule, taking into account the feedback and suggestions provided in this discussion. Gayle will circulate a revised version prior to the September meeting.

New Business: Lisa provided an update on ideas for potential working groups, which will be discussed in more detail at a future Board meeting. A goal is to have all members participate on at least one group. They are also an opportunity to engage other community members who may wish to get involved.

Meeting adjourned: Kathleen Vogel adjourned the meeting at 5:53pm.

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

- Director of Senior Services Report
- FY 19 EOEI Formula Grant draft budget
- FY 18 COA Financial Accounts – full year
- FY 19 Proposed Reporting Schedule

Minutes prepared by Linda Clifford