

Council on Aging Minutes of August 19, 2020
Online Remote Board Meeting

Members Present: Marlene Allen, Chair; Lori Ferrante; Bob Ferrell; Gerry Hume; Tom Kealy; Penny Lawrence, Vice Chair; Tony Parker; Susan Rosefsky, Secretary; Dianne Sullivan; Kathleen Vogel

Also Present: Heather Munroe, Director of Senior Services

Members Absent: Lisa Heyison

Meeting Documents:

Agenda
Minutes of July 15, 2020 Meeting
FY21 Year-to-Date Report
FY21 Gift Updates
Fitness Room Use/Procedure
Director's Report

1. Call to Order:

Ms. Allen, Chair, called the meeting to order at 1:00 pm. There was a Roll Call of attendance.

2. Citizen Speak: None.

3. Meeting Minutes:

Minutes of the July 15 Board meeting were reviewed. **A motion was made by Kathleen Vogel and seconded by Penny Lawrence to accept the minutes of the July 15, 2020 meeting. In a Roll Call vote of Members Present named above, the motion passed unanimously 10-0.**

4. Finances:

Ms. Munroe updated the Board and highlighted areas in the Director's Report of the FY21 budget summary. Estimated EOEAs and Eastern Development offsets were added, and the amounts for the year were: Town Funds \$461,045.00; grant additions \$48,600.00; funds expended \$40,366.50; and current balance \$469,278.50. Actual costs for the newsletter for FY2020 appear in different line items in the budget. After board discussion, the actual cost will also be given in total to better understand true actual costs for our programs and services. Formatting of budgets aligns with the Town system.

Salaries were itemized. Staff reached out to the Cable Co. to have fees reduced, software and office expense were reported, and small costs specified for Covid-19 are to be absorbed into the budget. The Town will make salary changes from last year for estimates of our budget for FY22.

Sponsorships for programming were documented.

There is one gift to be accepted. Anne Murphy has donated \$50.00 as a contribution to the bus service.

A motion was made by Kathleen Vogel and seconded by Tony Parker to accept the gift of \$50 to the bus service. In a Roll Call vote of Members Present named above, the motion passed unanimously 10-0.

5. Personnel:

The Assistant Director's job description is almost complete. The Board team working on the document has yet to be able to meet with the HR Director to make sure it is in proper format for review and ranking by the Town's HR Board and official posting of the job. The COA Board would like to move as quickly as possible.

A motion was made by Penny Lawrence and seconded by Susan Rosefsky to authorize the FY20 Board officers, Marlene Allen, Dianne Sullivan and Kathleen Vogel to work with the Director of HR to finalize the language of the job description for the Assistant Director position. In a Roll Call vote of Members Present named above, the motion passed unanimously 10-0.

All COA staff job descriptions are now aligned with the Hay system used by the Town. Estimates from HR are likely to be accepted, and we will have official rates of salary that will be retroactive from July 1, 2020. This includes the Bus Driver and Volunteer Coordinator positions.

Social worker Kate Burnham is due to return in mid-September and Mary Lou Seitz will remain until then.

6. Operations:

In the Director's Report, plans for the use of the Fitness Center for protection of patrons was outlined: who uses it, how to get access, and how these appointments will be allocated using only five appointments a day. Procedures are in place to keep the Fitness Center safe for patrons and staff during Covid-19. There will be gradual in-house programming for limited fitness programs.

Screening protocols were discussed in detail, particularly the use of security cameras in the Fitness Center. Heather will check with IT since there are several alternative options as well as questions about patrons being comfortable on camera.

Programming and costs will be further evaluated for the time when the programs are again at the building, or online, or both. The number of out-of-town patrons has increased, and regulations are being evaluated. With current data there is no way to track numbers of participants using Wellesley Media, but this could possibly be addressed in a survey. Data on the maximum time needed to manage, maintain, and operate all programs by staff will inform future planning.

The Dining Room at the TPC will be used for early voting with all other areas of the building closed. A discussion was held over whether or not a request from the American Red Cross to use the building for a blood drive this fall was possible. The ultimate decision for this use rests with the BOS.

7. Reports:

Chair's Report

- EOE guidelines come out tomorrow, August 20th.
- The Town Finance department reviewed finance procedures and offered to train our Assistant Director when hired. BoS Budget guidelines for the FY22 budget cycle are not ready.

- Advisory has appointed Jake Erhard as this year's liaison to our Board.
- A Board meeting schedule for October through the remainder of the year needs to be determined. It is hoped to find a time when ALL members can be present. A Doodle Poll will follow.
- The Board convened for a retreat earlier this month. Goals and working groups were outlined by Ms. Allen. Getting Staff members involved with convening working groups should be postponed for a month or so due to the current staff workload prior to registration. There are three new working groups formed as a result of the Board's retreat. A full list of working group members will be sent to all Board members. The groups are Transition, Policies and Procedures for Board Operating manual, Development, Social Services, Community Relations, Finance, and Volunteer.

Director's Report

Ms. Munroe's report covered several topics.

- All team members now have an Office 365 license for smoother office procedures.
- Transportation with the MWRTA call center is functioning well.
- MCOA fees have been waived for FY21.
- An increase of the reach of the weekly email blast from 1,042 to 3,453 patrons has been achieved.
- There are 26 individuals interesting in volunteering this year on Zoom training, yard work, tech support, Shine, translations, or the new phone connections with patrons program (Phone Pals).
- Phone call times and topics have been tracked to determine appropriate staffing needs.
- The TPC continues to monitor the Wellesley Support Line.
- A pilot opening of the Fitness Center, limiting to one household at a time and providing 25 slots a week is being planned.
- Cost savings are achieved through the EOEA dues waiver, cable bill adjustments, and the Transportation Coordinator position elimination.
- Cost breakdown for Transportation was shared.
- A new Program & Activities Budget document helps track costs of each program to stay within the bi-monthly programming budget.
- Currently there are three sponsorships for programs in FY21 that defray the cost of the instructors.
- Annual performance reviews are on track.
- Newsletter lists are updated monthly, and a tracking function is now in place. Hard-copy subscription for a non-Wellesley resident is \$10 annually.
- Registration for the September-October term will be held August 27th and 28th.
- Staff provided a summary of program offerings over the past year and comparison of the data with that of the previous year.

8. **Old Business/New business:** None.

9. **Adjourn:**

A motion to adjourn the meeting was made by Penny Lawrence and seconded by Kathleen Vogel. In a Roll Call vote of Members Present named above, the motion passed unanimously 10-0, and the meeting was adjourned at 3:03 pm.

The next Board meeting will be held on September 16 at 1:00 pm remote online.

This meeting will be available on demand through WellesleyMedia.com. Meeting agendas are posted at wellesleyma.gov at least 48 hours (2 business days) before the meeting and the protocol for participation during Citizen's Speak is described at the bottom of the agenda.

Approved – October 15, 2020