

Council on Aging Minutes of September 16, 2020

Online Remote Board Meeting

This meeting will be aired live on Comcast 8 and Verizon 40, and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Channel 9 or Verizon 39. Also, meeting agendas are posted on wellesleyma.gov at least 48 hours prior to the meeting, and protocol for participating in Citizen's Speak is at the bottom of that agenda.

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

Members Absent: Lori Ferrante

Also Present: Heather Munroe, Director of Senior Services

Meeting Documents:

Agenda
 Minutes of August 19, 2020 Meeting
 Director's Report, including:
 Fitness Center Protocols
 EOEA letter to the COA
 FY20 Budget Summary
 Programs and Activities Budget
 Job description for Assistant Director
 Job description for Bus Driver
 Wellesley COA Covid-19 Screening
 Budget Submission Timeline

1. Call to Order:

Ms. Allen, Chair, called the meeting to order at 1.00 pm. There was a Roll Call for attendance.

2. Citizen Speak: None

3. Meeting Minutes:

Minutes of the August 19 Board meeting were reviewed. Following discussion, the minutes will be revised and presented at the next meeting for approval.

4. Director's Report:

An area on the Town website is being created for publishing all documents used at meetings to be available to the public. Of the many items in this report, Ms. Munroe highlighted a few areas.

- Basic protocols for the limited opening of the Fitness Room to seniors were reviewed. The fitness room is open five days a week. The procedures are working smoothly. There will be re-evaluation in late October. Any patron attending who tests positive will be reported to the BOH and protocols will be followed, including the closing and decontamination of building.
- The first use in September for early voting went without major incident. More signage is needed.
- The Red Cross has requested using the TPC for a blood drive. The use of the facility would be similar to its use for early voting and not involve the COA staff. Early voting takes priority.
- The FY21 budget update contains some combined August/September figures. There were two purchases for Covid-19 protection. Program activities and speaker costs were included. Sponsorships are now being tracked.
- There were no gifts submitted this month.
- The EOEIA has not given an update on funds for the year, so a similar amount to last year is anticipated. The EOEIA process has changed. The update eliminates the “green book”. An annual report is expected. Use of the EOEIA funds is not being restricted with the exception that funds be spent only on seniors. There will be no deductions in subsequent years for money not spent in a previous year, and funds will be rolled over to be used the next year. Any unused funds will not be transferred to the Town's general fund.
- We are pursuing a grant opportunity of up to \$30,000 from the MetroWest Health Foundation to address social isolation among older adults. The plan would be to fund a part-time staff person to develop and carry out a program to provide food nutrition for both current and future expanding needs and would include a social component when possible.
- Ms. Munroe will attend the HR Board meeting this evening to participate in the processing of the Assistant Director job description. The position was posted today and will be open until filled. The process for hiring an Assistant Director will be outlined by HR and followed up by Ms. Allen.
- The bus driver and volunteer coordinator positions have been scaled on the Hay system and have been budgeted accordingly. There was a recommendation to include a random drug testing in the bus driver position, and that will be included.
- Mary Lou Seitz, who served as our temporary Health and Social Services Administrator, will stay on as a volunteer as Kate Burnham returns from leave today.
- Fees for classes will be standardized and the programs streamlined.

5. **Other Reports:**

Chair's Report:

- Finding ways to streamline and rework the workloads of staff to use time and technology efficiently is ongoing.
- There are new programs with both Tenacre School and Regis College that provide an intergenerational and community dimension to the programs at the COA.
- The phone pal's program to reach the more isolated older adults has started and will be expanded.
- Bandwidth availability of the staff is a concern as we remain short staffed.
- The Newsletter deadline for submissions is Friday, September 25.
- Ms. Munroe applied to the MCOA for a training course in transportation. She is doing the course in her own time.

Finance Working Group:

Operating and Capital information and forms will be distributed November 3rd. The budget date for boards to present to the Selectman is November 19th.

Policy and Procedure Group:

Work on the manual is progressing and the group is nearly ready to present a draft policy document to the Board at the October meeting.

6. **Old Business/New Business:** None
(Matters not anticipated by the Chair at the time of posting).
7. **Next meeting date and time:** Thursday October 15, at 4.00 pm, online remote.
8. **Adjourn:**

A motion to adjourn was made by Kathleen Vogel and seconded by Gerry Hume. In a Roll call vote of Members Present named above, the motion passed unanimously 9-0, and the meeting was adjourned at 2.26 pm.

Approved- October 15, 2020