

Wellesley Council on Aging
Board Meeting
September 19, 2019

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

Time: 4 PM

In Attendance: Kathleen Vogel, Lisa Heyison, Dianne Sullivan, Penelope Lawrence, Thomas Kealy, Marlene Allen, Susan Rosefsky

Board of Selectmen (BOS): Beth Sullivan Woods

Staff: Linda Clifford, Amy Rose (until 4:15), Sally Miller (until 4:15)

Call to Order: Kathleen Vogel called the meeting to order at 4:00pm.

Citizens Speak: None. 4 guests attended the meeting, but only to observe.

Acceptance of the Minutes:

Move to accept the minutes of 8-15-19 by Lisa H. Seconded by Marlene A.

Vote: YES unanimous (7)

Move to accept the minutes of 9-6-19 by Lisa H. Seconded by Marlene A.

Vote: YES, unanimous (7)

Kathleen Vogel Opening Remarks

Kathleen Vogel welcomed 4 citizens who were attending the meeting.

Due to the significant increase in the responsibilities Linda Clifford has performed over the past 6 months, Kathleen, on behalf of the Board, submitted a recommendation to the HR Board to acknowledge Linda's contribution to the COA and to award her special compensation under the Performance Recognition Program. The COA Board request was granted and two weeks salary was awarded to Linda.

New Staff Members: Sally Miller, Part-Time Volunteer Coordinator, (M-T & Thur. 9am to 3:30 pm) and Amy Rose, Full Time Senior Activities Coordinator were introduced and welcomed by the Board. They introduced themselves and each shared a brief bio with the Board.

Gifts to the COA – Linda Clifford

Linda referenced the list of donations previously distributed.

MOTION: Kathleen Vogel put forth a motion to accept the gifts as presented at the September 19 Board meeting and Marlene Allen seconded.

VOTE: YES - (7) passed unanimously (see Donation list)

Assistant Director of Senior Services Report – Linda Clifford

Refreshment report for Senior Services Farewell: Cost \$ 184.80.

MOTION: Lisa H. moved the funds should be taken out of the general gift account. Seconded by Penny L.

Tom K. raised the issue of wanting to take the funds out of the COA Operating Budget. Beth Sullivan Woods indicated that food is not an allowable operating budget allocation due to the tax impact. Beth SW suggested this was a municipal rule and the Board could give conditional approval to use funds from the gift account for this purpose. In addition, Linda C. would seek clarification from Cheryl Struthers the use of the gift account funds.

MOTION: Kathleen V. moved that \$ 184.80 should be taken out of the gift account with the understanding that Linda C. and Cheryl S. will clarify the use of the gift account funds.

Seconded by Penny L.

VOTE; YES- 6, NO- 1, Tom Kealy voted NO. Motion Passed

51 Newsletter Production: Nov./Dec. Newsletter to be out-sourced to Sherry Hanks
 52 who did the July/Aug. Newsletter. Approximate cost would be \$775.00. debited to the same operating line item.

53
 54 MOTION: Lisa H. moved that the Nov./Dec. Newsletter be outsourced to Sherry Hanks and the cost be debited to the
 55 same operating line item as before. Seconded by Susan R.

56 VOTE: YES-7 (Unanimous)

57
 58 Sept./Oct. Personal Training Registration only occurred on 9/4/19. There are still some openings. Cost is \$ 50/45 minute
 59 session. Wellesley resident general COA programming registration occurred on 9/5/19, beginning at 10AM, in response
 60 to concern raised at COA Citizen Speak in June 2019. Approximately 60 people were present awaiting the registration to
 61 begin. Eric Anderson from My Senior Center was on site and assisted patrons on the phone. Staff assistance by Mary
 62 Ward from the Recreation Dept. was most appreciated. There is no capability on My Active Center to have a waiting list
 63 at this time. My Senior Center Administrator Eric Anderson is working on this.

64 On 9/6/19 Out of Town Registration occurred.

65 (9-19-19) Eric A. from MSC returned for assistance for the credit card payment system and screen installation so future
 66 registration should be easier. \$13,000 in credit card transactions were processed this registration period. There were no
 67 major glitches. It was noted that there is still a need for MSC support.

68 Discussion followed on facilitating registration for the future especially looking at the need for waiting list capability (My
 69 Active Center), adding additional programs, and drop-in opportunities.

70 Discussion continued on how to make registration more efficient including increase of staff and computers to do the
 71 processing. First time registration started at 10:00 am, seniors were given numbers as they arrived to facilitate equitable
 72 service. All seniors were able to sign up for their class of choice.

73
 74 **FY 19 Budget Closeout – Linda Clifford (see handout)**

75 Gift account

76 Lunch Program: Sept. 1st change in cost. Wellesley resident cost: \$4.00, Outside resident cost: \$ 9.00.

77
 78 Revolving accounts do not include the April, May, & June donations of approximately \$ 2,700. 00 to be added to account.

79
 80 Page 3, -Social programs general account receives the credit card charges. Some adjustment to be made in the future
 81 on the general account to cover the credit card costs. Linda will meet with Cheryl S. to make some adjustments in this
 82 process. Some of the classes showing a deficit could still run, transferring funds from more active classes to cover the
 83 deficit.

84
 85 MCOA conference in October

86
 87 Other professional services kitchen cleaning additional monies allocated.

88
 89 \$9,700.00 was turned back to the Town from a variety areas.

90
 91 Capital budget - Concern raised that a \$10,000 threshold is difficult for small departments with 2.5% annual increase.
 92 Discussion with Sheryl S. is needed to clarify “that she will work with us” for smaller departments on Capital issues. COA
 93 Board recommended that less than \$10,000.00 should go into the capital budget.

94
 95 **Transportation – Linda Clifford, Kathleen Vogel**

96 Plan to continue with the MWRTA. Will plan educational sessions for the seniors, dates to be developed. Insert
 97 announcement in the Newsletter only. The change over time TBD. Ideally we would like to start as soon as possible
 98 considering the budget and availability of the out-reach informational sessions. The transportation scheduler position
 99 candidate will potentially start on 9-24-19.

101 Discussion followed regarding setting a target date to included out-reach information sessions and seniors completing
102 the required paper work as MWRTA is ready to do the out-reach at any time.

103 MOTION: Kathleen V. moved to: transfer the bus transportation scheduling service to the MWRTA scheduling service by
104 December 1, 2019, seconded by Marlene A.

105 VOTE: YES-7 (unanimous)

106
107 **Chair’s Report – Kathleen Vogel**

108 Mr. Richard Campanna ‘s gift reviewed by the Town Counsel, Treasurer, Finance, BoS and COA. It will be accepted as an
109 unrestricted trust and will accrue interest. Right now the interest is going to the Town. After clarification, the interest
110 will go to the COA. Approval for the use of the funds will be by the BOS and the COA Board. The funds are to be used
111 for COA programming and building enhancements. The first distribution is for \$100,000 and the second distribution is
112 expected to be of an equal or greater amount.

113
114 The interim director position has two finalist selections. The Board will meet in open session for these interviews. Scott S.
115 and Cheryl D. will also attend the meeting. Potential candidate questions and their resumes will be available before the
116 meeting. Date to be reserved: Oct. 24, 2019 at 2pm to 4:30 pm. Linda C. will send posting. Alternate date
117 selected: Oct. 26th Fri. 1:30pm to 4:00pm.

118
119 Planning for some working groups will be put on hold until Interim Director is selected for now. The budget-working
120 group needs to schedule a meeting soon.

121
122 We need to make plans for a staff luncheon as a welcoming session for all the new /old staff.

123
124 MOTION; Lisa H. moved to provide a staff luncheon for new staff to be funded by the general gift account up to \$ 250.00
125 some time in October. Seconded: Penny L.

126 VOTE: YES – 7 (unanimous)

127
128 **Approval of 7/18/19 Executive Session Board Meeting Minutes**

129 Kathleen V. requests a motion that the COA vote to convene in Executive Session under M.G.L. c. 30 A, 21 (A), exception
130 # 7 to comply with Open Meeting Law, G.L. c. 30A, SS18-25 to discuss approval and release of the minutes of the July
131 18,2019 Executive Session and invite Linda Clifford and Beth Sullivan Woods to participate in the discussion.

132 MOTION: Dianne S Moved to convene in Executive Session under Mass. General Law, chapter 30A, section S 21 (A),
133 exception # 7 to comply with Open Meeting Law, Mass General Law, chapter 30 A sections SS 18-25 to discuss the
134 approval and release of the minutes of the July 18, 2019 Executive Session, and invite Linda Clifford and Beth Sullivan
135 Woods to participate in the discussion, and to convene in open session after the conclusion of the executive session for
136 the sole purposes of adjourning the meeting .

137 Seconded: Penny L

138 ROLLCALL VOTE: YES-7 unanimous

139 YES: Marlene Allen, Lisa Heyison, Tom Kealy, Penny Lawrence, Susan Rosefsky, Dianne Sullivan, Kathleen Vogel.

140
141 **OPEN SESSION BOARD MEETING RECONVENES**

142 **Board of Selectman Liaison – Beth Sullivan Woods**

143 Tonight is a presentation at 7:30 inter-board meeting all boards are invited. Discussion includes budget and timeline
144 Town business guidelines at high levels, negotiations on all school positions.

145
146 Role of Kate B., out-reach social worker regarding administration of Almira Simons Fund.
147 Almira Simons Fund, gift account originally for needy women over the age of 60, administered at the COA by Kate B. in a
148 thoughtful and private manner. Court has changed criteria to include “ citizens over the age of 60”. Typically \$30-40,000
149 is given out each year. The next distribution will be about \$20,000. The need to get the word out to the community
150 that this is available. Suggestion to Involve the houses of worship. A luncheon meeting will be held at St. John’s

151 Church Oct. 20th at 1:30pm. The need to have an annual report and reaching out to the community identified. Kate B.
152 will plan to attend.

153

154 Discussion included the tax work off program for seniors in need and meeting with fire and police to identify seniors in
155 need. There is an interdisciplinary group that meets to address unexpected needs of the Wellesley residents.

156 Merchants in Wellesley Square will be turning back a percentage of money from purchases on Oct. 17, 18, 19-20.

157 Church St. merchant funds will be sent to FWCOA.

158 Marathon applications are available for participants; FWCOA sponsored runner receives proceeds from donations, that
159 then become available to support the COA.

160 The Town LISW position is closed for submission of resumes.

161 Discussion included filling four vacant positions on the COA Board. Kathleen V. identified some of priorities related to
162 the work of the board and need for new board members. Kathleen to address issues related to working groups, a retreat,
163 and other needed actives.

164

165 **Old/New Business:**

166 Lisa H. commented on the art -on -the -wall and the possibility of having Signa, an art specialist, contact the art working
167 group. Lisa to have contact with Siigna.

168

169 **Meeting adjourned:** Kathleen Vogel adjourned the meeting at 6:05pm

170 **MOTION:** Kathleen moved for a motion to adjourn. Seconded: Lisa H

171 VOTE: YES- 7 (unanimous)

172

173 **Documents and/or Exhibits referenced at this meeting (previously distributed by Linda Clifford unless otherwise
174 noted):**

- 175 • List of donations to the COA requiring acceptance by COA Board
- 176 • FY 19 COA Year End Budget Report
- 177 • 7/18/19 Executive Session Board Meeting Minutes (previously distributed by Kathleen Vogel)

178

179

180 Minutes prepared by Dianne Sullivan

181 Reviewed by Kathleen Vogel.