

## Council on Aging Minutes of October 15, 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](http://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; Penny Lawrence, Vice Chair; Tony Parker; Susan Rosefsky, Secretary; Dianne Sullivan; Lori Ferrante; Kathleen Vogel (joined the meeting at 4.50 pm)

**Absent:** Tom Kealy

**Also Present:** Heather Munroe, Director of Senior Services

### **Meeting Documents:**

Agenda

Minutes of August 19, 2020

Minutes of September 16, 2020

Director's Report, including:

Annual FY Town Report

EOEA FY20 Annual Report

COA Organizational Chart

Wellesley COA Board Policies and Procedures Manual Draft

Policy and Procedure Working Group Report

Letter from Policy and Procedure Working Group

### **1. Call to Order:**

Ms. Allen, Chair, called the meeting to order at 4:00 pm. There was a Roll Call for attendance.

### **2. Citizen Speak: None**

### **3. Meeting Minutes:**

Minutes of the August 19, 2020 Board Meeting and the Minutes of the September 16, 2020 Board Meeting were reviewed. **A motion was made to accept the August minutes as amended by Tony Parker and seconded by Bob Ferrell. In a Roll Call vote of Members Present named above, the motion passed unanimously 8-0.**

**A motion was made to accept the September minutes as amended by Penny Lawrence and seconded by Bob Ferrell. In a Roll Call vote of Members Present named above, the motion passed unanimously 8-0.**

### **4. Director's Report:**

**Operations:**

- The Annual FY20 Town Report is not yet complete, but will be before the November meeting. My Senior Center (MSC) data will be included. The report is due the first or second week of November. A formal vote will be taken at the next meeting.
- The EOEI FY20 Annual Report was summarized using last year's appropriation figures of \$65,148.00 that was based on the formula of the numbers of seniors in Wellesley. The in-kind donations were estimated at \$50.00 for sewing machine and puzzles. The value of donated books will be added to that. Questions included tracking numbers from MSC and interpreting the high number of interactions (such as help for an adult child of an elderly person) with the "59 and under" category.

**A motion was made to accept the EOEI Report by Bob Ferrell and seconded by Lori Ferrante. In a Roll Call vote of Members Present named above, the motion was passed.**

- The Red Cross, aided by the Police Department, held a blood drive at the TPC on October 13. It was a one-time event and went smoothly.

**Finance:**

- FY21 Budget update: The fiscal year began with \$461,045.00 from Town funds, and \$52,600.00 estimated from expected grant offsets (EOEI and Eastern Development). By September 30, roughly \$99,135.00 or 24% of total funds were expended.
- No schedule for equipment maintenance is currently in place and a plan is needed. There is a need for a photocopier with color only. Upgrades for MSC and in-house equipment such as coffee machine and AV equipment are needed.
- FY22 Budget Dates: On November 3, the BOS will issue guidelines to the Town boards.
- There will be an Inter-Board meeting on the budget only at the end of October. Long-term plans are posted on the website.

**Gifts:**

- There was a gift of \$1,800.00 from the Simons Fund for the Hot Meals Program for the rest of October. A plan will then be in place to cover the remainder of 2020. This will go to the BOS for approval.

**A motion was made to accept the gift of \$1,800 from the Simons Fund by Penny Lawrence and seconded by Dianne Sullivan. In a Roll Call vote of Members Present named above, the motion passed unanimously 8-0.**

- The Metro West Grant will be decided by the end of October or early November. The next steps will be brought to the Board at the next meeting.

**Personnel:**

A staff organizational chart was presented to the Board. Changes will be made as becomes necessary.

(Ms. Vogel joined the meeting).

- There were 70 applicants for the Assistant Director position. Heather and the HR Director will conduct the first round of interviews in the next week or two, and final interviews of 2-3 people will be conducted by Ms. Munroe and Board Members Ms. Allen, Ms. Vogel, Ms. Rosefsky, and Dr. Ferrell by early November.

**HR Board Updates:**

- The Assistant Director position was rescored on the Hay System to 55, the Volunteer Coordinator position to 46, and the Bus Drivers' position to 42. The pay schedule is retroactive.
- Annual performance reviews by Ms. Munroe for staff are underway.

**Programming:**

- The once-a-week Hot Meals Program, funded through the Simons Fund, was switched from the BOH to the COA two weeks. Meals for \$15.00 are being prepared by local restaurants, and either the vendors or the bus drivers (2 1/2 hours a week) are delivering. A five question survey will go to patrons next week to elicit feedback from the recipients of the meals. A policy and plan for a program for the remainder of 2020 will be in place for approval by the Board at the next meeting.
- The Phone Pal program, with 24 patrons with 19 volunteers, is expanding, and there will be a third training course soon.
- The Pen Pal Program is going well, with patrons and students from Tenacre Country Day School writing letters. Privacy and appropriateness are controlled with COA staff and school authorities checking letters. The only cost for this program is for postage.
- Registration for the November-December term will be held Wednesday Oct. 28th and Thursday Oct. 29th.

**5. Chair's Report:**

- The Chair had a conversation with Peter Godfrey from the Friends of the COA to review all funding options for potential projects and initiatives ahead.
- The Fire Chief is again providing a Thanksgiving meal this year, and the Fire department will deliver the meals to seniors who sign up. Work is ongoing to make this event as interactive as possible.
- A new civic group would like to meet with our patrons to discuss housing options in Town. The staff is considering how that might be done.

**Finance Working Group:**

Work is ongoing on proposed operational and capital budgets. Town income streams will likely indicate future reduced revenue. Boards will learn more during the Inter-Board meeting and more specifically through directives available November 2nd. This group will meet on November 4th.

**Transition Working Group:**

The meeting was postponed.

**Policy and Procedure Working Group:**

The Policy and Procedure working group presented a draft of the manual to the Board. It includes two unresolved issues that are outlined in a separate letter for all Board members to consider, and discussion will take place at the next Board meeting. There is a policy and procedure list recommended for COA in a separate letter from the Working Group.

**Volunteer Working Group:**

The Volunteer Coordinator is working on job descriptions for all volunteer positions, and that will be reviewed with staff and a Board member when complete.

6. **Old Business/New Business:** None  
*Matters not anticipated by the Chair at the time of posting.*
7. **Next Meeting Date/Time:** Thursday, November 19, 2020 at 4.00 pm.
8. **Adjourn:**

**A motion to adjourn the meeting was made by Penny Lawrence and seconded by Bob Ferrell. In a Roll Call vote of Members Present named above, the motion passed unanimously 9-0, and the meeting was adjourned at 5:59 pm.**

**Approved at November 19, 2020 Regular COA Board Meeting.**