

Wellesley Council on Aging Board Meeting
Monday June 1, 2015

Attending: Voting Members: Sandy Budson, Mary Dummer, Diane Lapon, Miguel Lessing, Sister Alice McCourt, William Murphy, Sheila Nugent, Shirley Quinn, John Schuler, Joellen Toussaint.

Associate Members: Mary Bowers, Jean Boyle, John Cross, Lisa Heyison, Judy Keefe, Jerry Kelley, Joanne Kilsdonk, Penelope Lawrence, Dianne Sullivan, Frederick Wright, and Gayle Thieme, Director of Senior Services.

Absent: Diane Campbell, Linda Cohen, Susan Kagan

Guests: Linda Clifford, COA Health and Social Services Administrator; students from Wellesley High School who were observing town boards.

The meeting was called to order by the chair, John Schuler, at 5:15 p.m. in the Great Hall of the Town Hall.

Citizen Speak: There was no Citizens Speak.

At the invitation of the board, our guest, Linda Clifford, spoke of her job as the COA Health and Social Services Administrator. A detailed memorandum, prepared by Linda, describing her job and responsibilities is attached to these minutes. Linda emphasized the need for confidentiality as she deals with clients, her cooperation with Springwell, the Salvation Army, and Town departments, among others. She also consults with clients and their families about references for needed services and financial assistance. It is her goal to contact as many seniors as possible so that they, their families, and caretakers can know what services are available through the COA. In reply to a question, Linda said that friendly visitor services are currently provided by Springwell volunteers although we might want to think about involving COA volunteers.

The Board impressed by the depth and breadth of Linda's responsibilities, thanked her for her interesting report.

One of our young WHS students inquired about volunteering.

The minutes of the 4/27/15 board meeting were approved. Submission of the minutes of the 5/18/15 board meeting were withdrawn for later approval.

Finance Committee: The Treasurer, Miguel Lessing, presented the treasurer's report for board review (copy attached to these minutes) showing how much was budgeted for the year and how much had been spent to May 27. The treasurer noted that the 2 major expense items were personnel and building rental expenses. However, we are within the budgeted amounts. The state formula grant used for the bus until FY 14 was budgeted so that some salaries are paid from those monies.

It was asked whether the gift account may be used in future years. Answer, yes if an allowable use. We should be planning to use all the EOEA funds in the grant year rather than carry sums forward. We have to present changes to the state Office of Senior Services for approval.

Fred Wright suggested that the funding of materials needed for the Senior Center campaign could come from the EOEA grant.

It was decided that the board needed more training on budgetary matters.

Staff Reports: There was some discussion about how staff reports should be handled. Should they be narrative rather than outline, how often should they come out? Gayle Thieme said that one of the first tasks assigned to the new Assistant Director will be to

survey the board to see what is desired from these reports and to work with the My Senior Center program to generate the reports.

Ashley Shaheen reported that the spring gala, which was a great success, received \$1,536 from ticket sales and cost a total of \$2,641.92. This negative balance was covered by a balance of \$2,008.87 received from the last 3 signature events.

Director's Remarks:

- The Director distributed a flier on the senior art show to be held at the Main Library on Sunday, June 14 from 2 to 4 and urged everyone to come.
- Two out of ten applicants for the volunteer coordinator position have been interviewed. HR is checking references on the desired candidate.
- The Board was reminded of the farewell party to be held on June 24 at 2-2:30 for the retirement of Lois Camberg.

Legislative and Advocacy Committee: The Board signed a set of letters, prepared by Jerry Kelley, thanking the Senate for their vote to increase the Formula grant to \$9/senior/year.

By Laws Committee: Gerry Kelley announced that the committee is 90% finished with their task and plan to brief the board early in the next term.

Policy & Procedures Committee: Gerry Kelley reported that the committee has been hard at work revising the COA Policy and Procedures manual. They plan to submit a few formal policies and procedures at a time to the Board for approval, starting within the first few months of the new board year.

Gerry also pointed out the overlap in the work of various committees such as the Task Force, the By Laws and Policy and Procedures committees.

Demographic and Needs Assessment Committee: Penny

Lawrence said that the committee is going to gain information on the needs and interests of Wellesley seniors through a town survey rather than focus groups.

Other Business: Fred Wright reported on progress of the Tolles Parsons Senior Center project. There was a very informative meeting held at the COA for the board with the architect and project director. If the Planning Board vote to accept review of the PSI is favorable, the PSI will be submitted for approval at the end of June. If the project moves along, it will be presented to Town Meeting next spring.

There being no further business, the meeting was adjourned at 6:45 to make room for a Planning Board Meeting.

Respectfully submitted:

Shirley Quinn, secretary