

**Council on Aging Minutes of February 24, 2022
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 wellesley.ma.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; Tony Parker, Vice Chair; Susan Rosefsky (joined at 4:05pm), Secretary; Tory DeFazio; Lori Ferrante; Dianne Sullivan; Kathy Trumbull; Kathleen Vogel

Absent: Bob Ferrell and Tina Wang

Also Present: Heather Munroe, Director of Senior Services; Gregory Wilson, Assistant Director of Senior Services; and Beth Sullivan-Woods, Select Board Liaison

Meeting Documents:

Agenda
Minutes of October 7, 2021
Minutes of January 10, 2022
Director's Report including:
 Finances;
 Program updates; and
 Personnel updates

I. Call to Order:

Ms. Allen, Chair, called the meeting to order at 4:03pm. There was a Roll Call for attendance.

II. Citizen Speak:

Two citizens presented written materials to the COA to be read aloud at the Board meeting, as both citizens were unable to attend. Mr. Wilson read the written materials submitted by Katherine Fellows and Jane Magpiong relative to fitness class.

Katherine Fellows, 77 Parker Rd. Ms. Fellows' written statement expresses concern regarding the schedule of fitness classes. Her statement expresses that having a gap of two weeks in between sessions is too much time, most Pilates participants agree, and she hopes the COA will consider the input.

Jane Magpiong, 89 Russell Rd. Ms. Magpiong's written statement asked the COA to consider not having breaks in between sessions, as this will help maintain motivation. This ask is shared with several other fitness class attendees.

III. Meeting Minutes:

Minutes of the October 7, 2021 retreat meeting were reviewed.

A motion was made by Tony Parker and seconded by Kathy Trumbull to accept the minutes of the October 7, 2021 meeting. In a Roll Call vote by Members Present named above, the motion passed, 7-0-1 (Dianne Sullivan abstained).

Minutes of the January 10, 2022 meeting were reviewed. The only correction identified is the title, which should read "January 10, 2022" instead of October 21, 2021.

A motion was made by Tony Parker and seconded by Kathy Trumbull to accept the minutes of the January 10, 2022 meeting. In a Roll Call vote by Members Present named above, the motion passed unanimously, 7-0-1 (Dianne Sullivan abstained).

Minutes of the January 20, 2022 meeting were skipped, and they will be reviewed at the next Board meeting.

IV. Director's Report:

Highlights of the report included:

- Finances;
- Programming; and
- Personnel updates

A. Finances

I. FY22 Gift Acceptance

A donation of \$136.00 was made by the Friends of the Wellesley Council on Aging (FWCOA) for January 2022 subsidized lunches.

A donation of \$253.35 was made by the FWCOA for January 2022 subsidized coffee supplies.

A donation of \$510.00 was made by the Simons Fund for January 2022 free lunches.

A donation of \$10,000 was made by the Campana Fund as the sixth installment.

A Mindful Subscription was donated by Lisa Campbell.

Four puzzles were donated by Ann Tower.

Two historical Wellesley map prints were donated by Mary Bowers.

A motion was made by Kathleen Vogel and seconded by Lori Ferrante to accept all above-mentioned monetary and nonmonetary gifts given to the COA. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0.

B. Programming

Ms. Munroe highlighted that March and April registration went well and that library tours will occur next week. These are in-person, with one virtual tour offered on March 28th. Additionally, Ms. Munroe informed the Board that the COA will offer some pop-up Pilates classes next week and in April, and these classes are considered part of pilot programming. If these classes are well-received, the COA will try this with other fitness classes.

C. Personnel

Ms. Munroe informed the Board the current Departmental Assistant, Bev Wax, resigned earlier this month. The position was posted, and Ms. Munroe and Mr. Wilson worked with Ms. Rosefsky and Human Resources during the interview process. A strong candidate was identified who would possibly start mid-March, and more details will come when the candidate accepts the position.

During discussion, Ms. Vogel asked if the instructor teaching the pop up classes will be paid, and Ms. Munroe clarified that the instructor will be paid from the Pilot fund, and the classes will be free to participants. Ms. Vogel asked about finding out if other class participants would like additional sessions and if the COA could accommodate. Ms. Munroe clarified that a survey was launched, and the feedback and implications for the next fiscal year will be discussed at the next COA Board meeting.

It was clarified that in the program highlights section of the director's report, the number of yoga participants for the Pilot yoga class is likely an average of 10 participants per week, and Ms. Munroe will clarify at the next meeting. Additionally, the question was raised regarding the financial success of the Pilot programs, and it was clarified that this will be addressed in the financial report at the next Board meeting.

Ms. Sullivan asked about lunch deliveries, and it was clarified that the COA only delivers lunches on Wednesdays to homebound residents, and Kate Burnham, as the COA's Social Worker, validates that those receiving deliveries are homebound. This was implemented at the beginning of January after Mr. Wilson and Ms. Allen had a conversation about the delivery program.

Ms. Sullivan asked for clarification on the transportation statistics and if the number of trips per month reflects round trips or not. During discussion, Ms. Munroe clarified that the statistics are provided to the COA by the MetroWest Regional Transit Authority (MWRTA), the number of trips has been increasing over time, and that the bus drivers work as needed when there are rides. The discussion will continue at a later time, and the COA will keep an eye on these statistics.

Review of Health and Human Services Administrator Job Description

Ms. Munroe presented the Health and Human Services Administrator (HHS) job description for review and summarized that Human Resources mostly edited the description based on a required position description form. The draft red-lined version of the description was previously sent to the Board, and most of the current edits are from Human Resources based on the questionnaire submitted to HR. Ms. Munroe asked the Board for approval of the current edits for submission to the HR Board for scoring approval.

During Discussion, the following edits were identified:

- On page two under "Principal Activities to Attain Accountability Objectives" item three, the Elder Abuse component of the job description should be re-added;
- On page one under "Nature of the Position," "Council" should be replaced with "Board of Directors";
- On page two under "Principal Activities to Attain Accountability Objectives" item four, the reference to client assessments should be the first item in the section; and
- On page two under "Principal Activities to Attain Accountability Objectives" item five, "food stamps" should read, "SNAP (food stamps)."

It was also clarified that the "Nature of Position" section is essentially a "boiler plate" template for all COA job descriptions that cannot be significantly altered. During further discussion, it was clarified that Ms. Allen will provide further edits for grammar, the COA will keep the qualifications

as-is, and the “Minimum Qualifications” verbiage regarding owning a vehicle is language from HR directly. Additionally, it was clarified that the current HHSA already had the LCSW credentials when she started working in the position.

A motion was made by Kathleen Vogel and Seconded by Tony Parker to accept the draft HHSA job description as edited. In a Roll Call vote by Members Present, the motion passed unanimously 8-0.

V. Vaccine Policy

Ms. Allen explained that the Board spoke with the Town’s legal advisors and discovered that the Board has the authority to impose a vaccine requirement for patrons, instructors, and volunteers to participate in COA programs. After creating a draft policy and receiving feedback from the Board of Health, the COA Board is holding a public hearing at this meeting to hear from citizens regarding the proposed draft vaccination policy. Ms. Allen opened the public hearing at 4:45pm, read the written policy aloud, and stated that participants had three minutes to speak each, and the Board would not respond to the comments.

Elizabeth Szabo, 5 Bryn Mawr Rd. Ms. Szabo asked why the restrictions are happening now, especially as restrictions around the pandemic are loosening up. Additionally, Ms. Szabo noted that the COA has been running programs and events with food and larger numbers of participants.

Anita Rossiter, 23 Crestwood Dr. Ms. Rossiter said that older adults are more vulnerable to COVID-19, and with seniors that have additional conditions, this policy might be beneficial for them. Ms. Rossiter referenced events she has attended where she was masked and provided proof of vaccination, and she explained that vaccinating more people will help end the pandemic, reiterating the safety of available vaccines.

Sarah Jane Green, 8 Wedgewood Rd. Ms. Green said that the policy does not have an end date. Additionally, she noted that the policy does not mention masks, and it seems contradictory to require vaccination and then hold food programs without masks. Ms. Green explained that she received her vaccinations, but not a booster, meaning she will not be able to return in person and does not enjoy that thought. She advised that the policy needs further adjustment and requested the Board remove the booster component and add an end date.

Imadiel Ariel, 509A Washington St. Ms. Ariel agreed with the points raised by Ms. Rossiter, saw no issue with not having an end date for the policy, thought it might be difficult to include a mask policy, and felt that the proposed policy would help promote safety during food programs. Ms. Ariel also said that information is changing, and while the policy is a little late, she thinks it is better than never and is in support. She also asked if there is a way to use technology to streamline the administration process to reduce the repeated showing of cards.

Joan Simmons, 41 River St, Apt. B2. Ms. Simmons expressed concern as to why this policy is being implemented so late, as no other places in the area are doing this. Ms. Simmons felt that she would not have the opportunity to use the COA as she has for ten years. She suggested if not having a vaccination card, maybe seniors could sign a form or go through a line of symptoms, attesting they do not have any. She reiterated her concern for the policy and asked what would happen to her if the mandate passes.

B. Policy Feedback Review

Ms. Munroe presented the survey results of the vaccination requirement questionnaire. After examining question ten of the survey, results indicated a higher percentage of responses in support

of the policy. Ms. Allen clarified that the policy includes a health exemption, clarified that transportation and social work services do not require vaccinations, and clarified that the policy would be in effect while there is still a health emergency.

Ms. Sullivan Woods explained that the Select Board has not weighed in on this policy and always relies on the Board of Health for health-related policies. She also explained that Executive Director Meghan Jop and Community and Public Health Director Leonard Izzo spoke with Mr. Wilson; they explained the importance of consistency among various resident services and concern about one set of services having different requirements from other departments. Ms. Sullivan Woods also relayed that the Town is operating at the advice of the Health Department. Efforts are shifting towards education over mandating, and the Town mask mandate is being lifted effective March 7. **(Left meeting at 5:13pm).**

Discussion among the Board ensued. Ms. Sullivan pointed out that the COA can collaborate with the Health department on vaccination clinics. The current policy draft implies that about 70 percent of seniors (taken from the most recent data provided by the State) would not be able to attend the COA, as they do not yet have booster shots. Additionally, the COA could provide transportation to a clinic, and Ms. Sullivan reminded the Board that they were advised by the Board of Health that the policy language should be less “legal” sounding.

Ms. Vogel explained that she tested positive for COVID-19 this week and was concerned that she could have passed it to other Board members without realizing it had she not been masked. She expressed concern about lifting the mask mandate and asked if the COA staff would notify patrons if a senior attending class tested positive. She does not want to create a false sense of security. Ms. Allen clarified that the current draft of the policy does not include a mask mandate since the Town just announced they would rescind their mask mandate. It was also clarified that even if the Town mask mandate is lifted, a strong recommendation does not have to go away.

Ms. Ferrante was asked to provide an update on the health emergency. She informed the Board that as far as she is aware, the Governor is loosening restrictions, and municipalities are operating as they see fit. Ms. Ferrante highlighted the importance of monitoring local metrics and would not feel comfortable removing masks unless the positive test rate is below 5 percent. She also applauded the efforts of the Board of Health but reiterated that the COA is meeting the needs of a vulnerable population and that vaccines provide better protection. Additionally, Ms. Ferrante explained that even if the policy is coming out now, it’s better to move forward with health and safety protection in mind. Another point was raised that test case metrics are impacted because at-home test kits are not trackable, and a better method of tracking is through waste water testing.

Mr. Parker expressed concern on both sides. He explained the importance of monitoring the situation as it continues to unfold and will reluctantly vote to move this policy forward. Ms. Trumbull expressed that she does not wish this policy to replace mask usage and expressed concern for the policy not applying to all services, such as social services and transportation services, as well as other events such as voting. Ms. Allen responded, explaining that the policy is not meant to exclude important services, but rather to offer better protection for seniors gathering together for programs and activities at the Tolles Parsons Center. Ms. Allen also clarified that this policy is not a building policy, but rather a policy centered on COA programming.

Ms. Allen also presented her perspectives, which include not wanting to turn away seniors that wish to come into the building as well as bringing in those who agree with the policy. Ms. Trumbull explained that based on the survey results, almost 20 percent of respondents do not agree with the

policy. She expressed a need to acknowledge that they are part of the population the COA represents, and she advised that the COA have a plan to address concerns that arise.

Mr. DeFazio explained that he thinks the policy is well-intentioned, but he still has reservations surrounding enforcement and how the policy would affect patrons. Additionally, Mr. DeFazio expressed concern about approval from the Select Board, advising that the COA should be cautious and not implement the policy at this time.

Ms. Munroe presented two possible options for administering and enforcing the policy. One option includes showing a vaccination card every time someone enters the building, and the other option includes showing a vaccination card once and then putting a sticker on the senior's key tag. There is also an option for vaccinated individuals to sign an attestation policy if they forget their card. It was clarified that using current software to track this is not possible at this time, current volunteers are not comfortable enforcing the policy. Ms. Munroe also expressed concern about handling people who would be turned away.

Ms. Trumbull asked if it was possible to hold an information event with the Health Department providing vaccine data and education coupled with a vaccine clinic instead of pursuing the policy. Ms. Allen explained that she thinks the policy would draw people back into the building knowing they are entering a safer environment. Additionally, Ms. Allen also supported keeping masks.

Ms. Vogel asked three questions pertaining to when the policy will end, continuing the mask mandate, and if patrons will be notified of a positive case at the TPC. Mr. Parker agreed with the questions raised by Ms. Vogel, and he thought that providing education and vaccination clinics could be more important than the policy itself. Additionally, Mr. Parker supported notifying patrons if there is a positive case identified at the TPC.

During further discussion, it was clarified that the Health Department had been in charge of contact tracing until recently, and no positive cases were identified before July 1, 2021. After July 1, if any cases were identified, the COA would work with the Health Department directly to determine what action would be needed. It was clarified that none of the positive cases identified resulted in close contact with patrons in the TPC. Concerns were raised regarding procedures followed when two volunteers previously tested positive at the TPC. It was clarified that the COA worked directly with the Health Department and followed all recommendations, and since the volunteers were determined to not have any close contact with patrons, there was no need for contact tracing or further notification. Concerns were also raised about having staff be responsible for tracing and notification in the event of a positive case at the TPC given the administrative burden.

Ms. Allen redirected the discussion to the proposed policy and asked the Board to consider if the policy draft overall is beneficial for the COA or not and to consider mask implications. It was clarified that the policy would be open-ended and could end when the health emergency is lifted.

Mr. DeFazio asked if the Board should postpone voting until more details about the policy are ironed out, and it was determined that the Board should not wait to vote. Ms. Sullivan thinks we should wait and be more clear about what we are voting for, and there are loop holes for bus passengers. Who ensures they don't enter building? There is no definition of medical professional and manager. Who reviews and approves exemptions?

Ms. Vogel asked about notifying MWRTA about the requirement for patrons going to the COA to be vaccinated. These are questions we may need to flesh out.

Ms. Allen said this requirement is meant to be broad but not draconian nor can it be foolproof. We should move forward with it and deal with things as they come along, or take a pass. There is no need to wait another month to vote. If a vote doesn't pass, we won't go forward. If a new variant arises we could always revisit the issue.

Mr. Parker emphasized that regardless of the outcome, we should work with BOH.

Ms. Sullivan asked if we can work with the Board of Health on getting vaccines right away. Ms. Munroe said they can help, but there needs to be enough interest before Health will order the vaccines and boosters.

Ms. Rosefsky mentioned that seniors can choose to go to the Board of Health for boosters. Wastewater metrics are looking good, but this requirement would make a statement of what we are trying to do for the patrons. Implementation and contacting and monitoring are not easy.

Ms. Sullivan stated that we don't need to contact trace, but just notify people if there's an exposure. We cannot provide total security. We can only make statements or requirements to make the area optimal for seniors. It will be imperfect, but we would be doing what we could do to help them.

Ms. Allen called for a vote on the vaccine requirement. Ms. Trumbull asked if the motion would include masks. Ms. Allen suggested a motion could be amended to also retain the mask usage now in place but due to expire March 7th.

Motion by Kathy Trumbull to adopt the Vaccine Requirement for patrons of the TPC effective March 2nd.

An amendment to the motion was moved by Kathy Trumbull and seconded by Tony Parker to add a Mask Requirement effective March 7th (when the Mask Mandate is scheduled to end). In a roll call vote by the Members Present, the motion passed unanimously 8 to 0.

The motion was made by Kathy Trumbull and seconded by Susan Rosefsky to adopt the Covid-19 Vaccine Requirement effective March 2nd and a Mask Requirement effective March 7th for attendance at COA Functions and Programming. In a Roll Call vote of the Members Present, the motion passed 6 to 2 with Tory DeFazio and Kathleen Vogel voting no.

Ms. Allen skipped the agenda item on COA Goals due to the time constraint.

VII. Update on Capital Request for a - Kitchen Study

Ms. Allen summarized for the public that the \$30,000 capital budget request for a study of reconfiguration options for the kitchen to obtain a license and the \$20,000 capital budget request for a study to improve safety and design of the front entrance were both denied by the Select Board. However, the Select Board has offered to add \$25,000 to the FY23 FMD budget for FMD to manage the study of the kitchen, hopefully to result in a commercial kitchen.

VIII. Nominating Committee

Ms. Vogel reported that she, Mr. Ferrell, and Ms. Rosefsky met to discuss the new, temporary co-vice chair position. After contacting eligible board members, they wish to nominate Kathy Trumbull to assume the co-vice chair role. Ms. Trumbull would be Co-Vice Chair through June 30th.

Although the Town approved this by virtue of a COA Board vote, only one name can remain on record as vice chair per Town By-laws, and that name would remain Tony Parker.

A motion was made by Kathleen Vogel and seconded by Lori Ferrante to nominate Kathy Trumbull to be co-vice chair beginning immediately through the end of June. In a Roll Call vote by the Members Present, the vote passed 7-0-1. Kathy Trumbull abstained.

IX. Reports/Updates

With respect to questions carried over from the previous meeting, Ms. Allen asked if the staff could survey seniors on the number of classes per newsletter cycle that they would prefer and if the COA could have a fitness video library. Ms. Munroe clarified that the COA could work on a survey, but explained that instructors may not want to have recorded videos publicly accessible. Additionally, it was clarified that managing limited video access would be too administratively challenging. Ms. Vogel suggested asking instructors for their thoughts on the matter because even one or two videos from each instructor could be a good form of advertisement.

Additionally, Ms. Allen inquired about publicizing highlighted programs as well as having an annual evaluation of programs. Ms. Munroe clarified that the COA currently publicizes in the Townsman, the newsblast, and on Facebook, and that regular program evaluations occur throughout the year.

During further discussion, Ms. Vogel commented that there are good discussions in previous meeting minutes, and that the Board should decide on a method to make sure action items are addressed. Additionally, the Board agreed to assign COA goals at the next meeting.

The Board formed a Mission Statement Subcommittee consisting of Ms. Trumbull, Ms. Vogel, Ms. Rosefsky, and Ms. Sullivan. The Mission Subcommittee will work to complete an updated mission statement for Board approval.

VI. Old Business/New Business:

Matters not anticipated by the Chair at the time of posting.

Mr. DeFazio announced Celebrations Committee is preparing for a Wellesley Wonderful Weekend on May 21 and May 22, is looking for open houses, and is hoping the COA will have an open house and participate in the parade.

VII. Next meeting dates/time

Community Outreach Meeting- March 8, 2022 at 1 PM
Regular COA Board Meeting- March 17, 2022 a 4:00 PM

VIII. Adjourn

A motion to adjourn the meeting was made by Kathleen Vogel and seconded by Tony Parker. In a Roll Call vote by Members Present named above, the motion passed unanimously, 8-0, and the meeting was adjourned at 6:45pm.

Approved at the meeting on May 19, 2022.