

**Council on Aging Minutes of February 25, 2021  
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](http://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, Secretary; Liz Becker; Tory DeFazio; Lori Ferrante; Bob Ferrell; Gerry Hume; Tom Kealy; Dianne Sullivan; and Kathleen Vogel

**Absent:** None

**Also Present:** Heather Munroe, Director of Senior Services; Gregory Wilson, Assistant Director of Senior Services; Beth Sullivan Woods, COA Select Board Liaison; and Scott Szczebak, Director of Human Resources

**Meeting Documents:**

Agenda  
Minutes of December 17, 2020  
Minutes of January 21, 2021  
Director's Report including:  
    Covid19 Phase 111 revised February 8/20/2021  
    Fitness Center survey results  
    Exercise class survey results

**I. Call to Order:**

Ms. Allen, Chair, called the meeting to order at 4:02 pm. There was a Roll Call for attendance.

**II. Welcome New COA Board Members**

Ms. Allen presented two new board members, Tory DeFazio and Liz Becker, who were appointed by the Select Board on Monday evening and to whom she provided orientation to last evening. Ms. Allen provided brief introductions for Mr. DeFazio and Ms. Becker.

**III. Citizen Speak: None**

**IV. Meeting Minutes:**

Minutes of the December 17, 2020 meeting were reviewed.

**A motion was made by Tony Parker and seconded by Bob Ferrell to accept the minutes of the December 17, 2020 meeting. In a Roll call vote by Members Present named above, the motion passed unanimously, 11-0.**

Minutes of January 21, 2021 meeting were reviewed. A discussion prompted by Mr. Kealy ensued regarding Section IV of the minutes, which state that no one was left on a waiting list for Mixed Yoga. Mr. Kealy wanted his comments about the topic to be included.

**A motion was made by Tony Parker and seconded by Bob Ferrell to accept the minutes of the January 21, 2021 meeting. In a Roll call vote by Members Present named above, the motion passed, 10-1. Mr. Kealy voted against the motion.**

**V. Staff Updates:**

**A) Changes**

Ms. Munroe announced that Susan DiBenedetto was the newest member to join the team as a Departmental Assistant. Susan has 20 years of office experience, and we are very excited to have her on staff. Ms. DiBenedetto began with us on Wednesday this week and will initially work our W-F shift. At the same time, we will be saying goodbye to Roslyn Comenitz. Ms. Comenitz has provided caring, dedicated service to our COA and our seniors for the past year and will be leaving for personal reasons, with her last day scheduled for the 15<sup>th</sup> of March. We are in the process of interviewing for the next Dept. Assistant.

**B) Performance Review of Director, Heather Munroe-** Presentation by Scott Szczebak, Human Resources Director

Mr. Szczebak presented the consolidated results of Ms. Munroe's performance review that was submitted by each of the board members. Ms. Munroe received an overall score of 3.5, or Exemplary. Mr. Szczebak suggested that Ms. Munroe collaborate with the COA Board Chair to draft goals for her upcoming Annual Review.

**VI. Director's Report**

Highlights of the report included:

- Covid-19 vaccination assistance program and Covid-19 collaborations with the Health Department;
- Covid-19 in-person staffing adjustment and program guidelines;
- The EOE contract has been mailed to the State for filing;
- Program feedback obtained through surveys;
- Ongoing interviewing for the Departmental Assistant position; and
- Social work outreach updates.

The EOE budget was discussed, and Ms. Munroe confirmed that the amount awarded per person for this year was what we originally anticipated. However, next year, the amount might be reduced to around \$9 per person. A discussion ensued regarding the staff training and development policy, and it was decided that the policy should be reviewed with a focus on eligibility and the application process. Additionally, discussion ensued regarding obtaining data to evaluate the efficacy of the Phone Pal Program, and Ms. Munroe advised having the Social Outreach Working Group address this.

**Gifts:**

Cards and calendars were donated for staff and patron use by Ann Raider.

**A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to accept these non-monetary gifts given to the COA. In a Roll Call vote of Members Present named above, the motion passed unanimously, 11-0.**

**VII. Reports/Updates:**

New Board member orientation has been established and will undergo improvements over time. Working groups updates ensued.

From the Transition Working Group, Mr. Parker discussed the areas of desired improvement in the Tolles Parsons Center, which included building security, the kitchen, the café, the fitness center, and the outdoor space for activities. This would involve an RFP to hire an architect. After discussion among the COA board and Ms. Sullivan Woods, the Transition Working Group will present their findings to the Select Board before moving forward.

From the Program Working Group, Ms. Vogel discussed the Mixed Yoga course scheduling for the March/April cycle and discussed how logistical details (i.e. class min and max) are determined. Ms. Vogel also discussed that Ms. Munroe is developing a plan for re-opening once the pandemic is over, which will be presented to the COA Board in the future.

Ms. Elaine Elliot, of 27 Forest Street, offered to speak as a citizen on Mixed Yoga under Agenda Item VII. Ms. Elliot discussed alternative programming models the COA could adopt and offered her support for the Mixed Yoga classes.

**VIII. Old Business/New Business:                      None**  
*Matters not anticipated by the Chair at the time of posting.*

**IX. Next meeting dates/time:**

COA Board Meeting Thursday, March 18, 2021 at 4 pm

Community Session March 9, 2021 at 1 pm.

Ms. Allen volunteered to join Mr. Parker in attendance with the Community Sessions.

**X. Adjourn:**

**A motion was made by Bob Ferrell and seconded by Kathleen Vogel to adjourn the meeting. In a Roll Call vote of Members Present named above, the motion was passed unanimously, 11-0, and the meeting was adjourned at 5:42pm. (Mr. Szczebak left the meeting at 4:29pm.)**

Accepted at April 15, 2021 Meeting.