

**Council on Aging Minutes of March 18, 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 (joined meeting at 4:15pm); Bob Ferrell (joined meeting at 4:23pm); 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

**Meeting Documents:**

Agenda  
Minutes of February 25, 2021  
Director's Report including:  
    Covid19 Phase III revised March 1, 2021  
    COA FY21 Budget Summary  
    Intended Donation Letter  
    Program & Activities Checkbook  
    Reopening Plan  
    Professional Development Policy

**I. Call to Order:**

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

**II. Citizen Speak: None**

**III. Meeting Minutes:**

Minutes of the February 25, 2021 meeting were reviewed. The following edits were suggested:

- Include amount awarded per person on the EOE fund; and
- Include eligibility, application, and need for review in the Staff Development Policy discussion

It was also suggested signing who prepared and reviewed the minutes should be considered.

**IV. Director's Report:**

Highlights of the report included:

- FY21 EOE Proposed Budget Spending;
- FY21 Revolving Fund;

- Covid-19 in-person staffing adjustment and program guidelines;
- Review of current program funding and financial status;
- Proposed FY22 programming budget ideas
- Current reopening plan;
- Policy review;
- Social work outreach updates; and
- Transportation updates.

In the FY21 Revolving Fund, there are 55 project codes assigned, and 15 are active. At the beginning of FY21 our starting balance was \$9,804. As of March 1st, before revenue/expenses were added for the March/April session, the overall balance was \$10,724. Ms. Munroe provided a breakdown of the project codes and how the COA handles the balances.

The current balance of the Operating Expenses, as of March 1st, was \$195,052. The balance breakdown is \$157,062.16 for personnel, and \$37,990.48 for expenses. A question was raised about the future of the newsletter and its costs, and Ms. Munroe explained that the COA is in process of transitioning to a more self-contained method of producing the newsletter.

The COA would like to use \$1,175 of the Wellesley Hills Junior Women's Club gift account to cover expenses for this past fiscal year's evening programs. The current balance in the account is \$3,562.

For FY22, the COA would like to propose ways to fund various program & activities expenses. Four key funding sources to look at and utilize for the FY22 programs and activities budget are: General Fund Program & Activities line; EOEAs; Junior Wellesley Hills Women's League grant; and Revolving Funds. After reviewing potential allocations, there was concern about using EOEAs for parties if there is reduced funding next year (e.g. \$9 per person). Additionally, concern about not including trips in the budget was raised.

It was recommended that an accident policy be created for bus drivers. The transportation working group will assist with this.

### **FY21 EOEAs Budget:**

The EOEAs Grant for FY21 was \$65,148, of which \$42,600 was committed to offset our FY21 operating budget. The balance remaining is \$22,548 to be expended. There is no longer the requirement that we follow certain rules/restrictions on EOEAs funding except that the expenditure in some way relates to the seniors. Ms. Munroe presented items for potential EOEAs funding allocation, which included TV programming, Ai Phones, Folding Card tables, and Volunteer Appreciation. Ms. Munroe asked to take items 4-6 (Folding Round Tables, Folding Rectangular Tables, and Folding Table Stand) off of the docket for this evening so the Development Working Group can look at other possible options that are lighter and more versatile. The total amount requested for approval was \$11,450.00

A discussion ensued regarding the contract and maintenance of the Ai phones, the weight of the card tables, and the weight issues with the rectangular tables. It was suggested that the card tables should be 36 inches, and that all tables should have a balance between weight and stability. Additionally, it was clarified that unused EOEAs funds could be carried forward without penalty if needed.

**A motion was made by Tony Parker and seconded by Liz Becker to accept the proposed spending of \$11,450.00 FY21 EOE Budget. In a Roll Call vote of Members Present named above, the motion passed unanimously, 11-0.**

**Gifts:**

A ping pong table is being donated for patron use by Sarah Paglione.

A discussion ensued regarding the ping pong table for donation, which included storage as well as a policy to address the right to refuse delivery and prevent a donation from being taken back. Ms. Munroe presented a draft policy for future approval.

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

**Professional Development Policy:**

A revision to the current policy was presented to reflect the following added language to the Purpose section: ***“This policy only applies to self-initiated requests for training/education and does not apply to supervisor directed/mandatory training.”*** Additionally, Ms. Munroe recommended that the policy committee take this policy next fiscal year for reconsideration.

A discussion ensued, and points were raised regarding the distinction between staff development and education, and it was recommended that the word “training” be removed from the added verbiage. Additionally, the distinction between self-initiated vs. supervisor-directed training was raised. It was also clarified that Human Resources was consulted when the recommended revision was drafted. The policy working group will examine this further.

**Revolving Fund & Pilot Policy:**

A new policy was presented to address revolving funds and preplanning for moving into FY22, and feedback was requested for the next meeting. The policy covers end-of-year reconciliation, handling surplus and negative balances, and planning for the next fiscal year. Additionally, a correction was identified, where the amount shown in item four should show as \$3,000.00 instead of \$2,000.00.

A discussion ensued regarding allowing revolving funds to grow vs. utilizing the funds. The board will vote for approval at the next board meeting.

**Program Deficit Guideline:**

This new guideline is meant to provide guidance on when it might be time to take a break from a paid participant program. Conditions around minimums and deficits, as well as course of action are included in the guidelines.

During discussion, it was recommended that the program working group look closer at this and evaluate potential restrictiveness of the guidelines and consider a balance between the bottom line and maintaining positive services. The importance of participant feedback was also discussed. It was clarified that this is a guideline and not an automatic cause for class cancellation. The program working group will review this further.

### **Reopening Plan:**

Ms. Munroe created a first draft of the reopening plan, which is a strategic and slow reentry and transition to in-person activities at the TPC. All plans are contingent upon the continual progress of conditions related to COVID 19 and approval(s) by the Health Department. The reopening plan includes building access, COVID-19 precautions, in-person programming, remote programming, in-person services, remote services, and transportation. Additionally, internal operations were presented relating to building access, personnel, and policies.

A discussion ensued regarding the Fitness Center safety standards compared to other gyms, vaccine requirements, and rolling out participant entry agreements sooner. It was advised that legal counsel must tell us what we can and cannot ask our patrons regarding vaccination status. The following corrections were identified:

- Card Tables in American Legion Room should show 10 people
- Ping Pong use should show 4 people and
- Card Room should show 8 people
- Participant Use should show as Participant Code of Conduct

### **V. Reports/Updates:**

From the Community Relations Working Group, Mr. Parker and Ms. Allen spoke on the most recent community meeting. The main topic was on reopening. Issues that were raised included handicap accessibility for hanging coats, the café becoming crowded, and accessibility in general. Other items raised included increasing hours, keeping virtual programming, incorporating a puzzle table, ping pong, a place to practice and perform music, investment club, trips/outings, volunteerism, and monthly dances.

From the Development Working Group, Mr. Parker and Ms. Allen spoke about a field trip to the Walpole Senior Center. There is a similar layout with more overall space as well as increased number of rooms. Other highlights include:

- Great coffee setup and system;
- More open café;
- All staff stationed downstairs with the upstairs used more for games and exercise;
- Greeting desk immediately next to the front door;
- Commercial kitchen;
- Bocce court;
- Terrace; and
- Indoor/outdoor stage.

### **VIII. Old Business/New Business:**

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

Mr. DeFazio inquired about the training session, *Know Your Responsibilities*, on Saturday, March 20<sup>th</sup> with the Office of Inspector General. Mr. DeFazio, Ms. Allen, Mr. Parker, Ms. Rosefsky, and Mr. Ferrell will attend.

Ms. Munroe reminded the board that she will be out the following week and that the COA is bringing in a temporary employee from Robert Half, putting the Department Assistant search on a temporary break.

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

COA Board Meeting Thursday, April 15, 2021 at 4pm

**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 6:08pm.**

Accepted at April 15, 2021 Meeting.