

**Council on Aging Minutes of May 19, 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 [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; Tony Parker, Vice Chair; Susan Rosefsky, Secretary; Tory DeFazio; Lori Ferrante (joined at 4:03pm); Bob Ferrell (joined at 4:13pm); Dianne Sullivan; Kathy Trumbull; Kathleen Vogel; and Tina Wang

**Absent:** None

**Also Present:** Gregory Wilson, Assistant Director of Senior Services; and Corinne Monahan (joined at 4:07pm), Advisory Committee Liaison

**Meeting Documents:**

- Agenda
- Minutes of February 14, 2022 Minutes of February 24, 2022
- Minutes of April 1, 2022 Mission Statement Subcommittee
- Minutes of April 26, 2022 Board Retreat
- Director's Report including:
  - FY22 Year-End Transfer for HR Benefits Line Previous
- LPI Contract and Revision
  - Current LPI Contract
  - Gift Policy

**I. Call to Order:**

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

**II. Citizen Speak:** None

**III. Meeting Minutes:**

Minutes of the February 14, 2022 meeting were reviewed.

Minutes of the February 24, 2022 meeting were reviewed. An edit was found on page five, in the third sentence of the fourth paragraph. When expressing concern about lifting the mask mandate, Ms. Vogel did not ask if contact tracing would occur, she instead asked if the COA staff would notify patrons in the event they were in the room with someone that tested positive.

Minutes of the April 1, 2022 meeting were reviewed.

Minutes of the April 26, 2022 meeting were reviewed. Edits were found on the first page under the Newport Flower Show paragraph. Ms. Sullivan identified that wording might be misleading because there is no comment on how the situation came about, and it was unclear that a second bus could not be ordered. This segment was clarified with "Due to a communication error which created high demand, the possibility of adding a second bus was discussed." A second error was found in line 4 of the same paragraph, person was replaced with "Wellesley resident" in order to clarify the pricing was not the same for non-Wellesley residents, also suggested by Ms. Sullivan. Regarding the vote, those who dissent needed to be identified. In the 6-3 vote, Kathleen Vogel, Dianne Sullivan, and Bob Ferrell dissented.

**A motion was made by Tony Parker and seconded by Kathleen Vogel to accept the minutes of the February 14, 2022; February 24, 2022; April 1, 2022; and April 26, 2022 meetings as amended with the above-mentioned edits. The motion passed unanimously, 9-0 (Bob Ferrell was not present at this time to vote).**

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

Highlights of the report included:

- Gift Acceptance
- Finances; • Personnel; and
- Programming.

#### **A. Finances**

##### **I. Gift Acceptance**

A donation of \$2,650 was made by the Friends of the Wellesley Council on Aging (FWCOA) for the Newport Flower Show Day Trip

A donation of \$10 was made by the FWCOA for a nonresident newsletter donation.

A donation of \$208 was made by the Friends of the Wellesley Council on Aging (FWCOA) for April 2022 subsidized lunches.

A donation of \$359 was made by the Simons Fund for April 2022 free lunches.

A donation of \$55.92 was made by the FWCOA for April 2022 Subsidized coffee.

A donation of \$78.65 by various COA patrons as a general coffee donation.

An anonymous donation of new highlighters was made to the COA.

**A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to accept all above mentioned monetary and nonmonetary gifts given to the COA. The motion passed unanimously, 10-0.**

II. FY22 Budget Update

Mr. Wilson will deliver a full analysis at the next meeting. Thus far, we are on track with the budget, and he will be looking closer at the internal trackers created by Heather Munroe to affirm that the year-end projections are accurate. There have been no major changes and we are on par with operating and EOEA at this time.

III. FY22 Year-End Transfer for HR Benefits Line

Mr. Wilson spoke with Marlene who let him know the board opted to abstain from voting on this matter at the time. The numbers from the conversion of two part-time departmental assistants to one full-time will be further analyzed with the Finance Department and another meeting will be scheduled within the next two weeks to commence voting and align with the deadlines of the Select Board and Advisory.

**B. Personnel**

Mr. Wilson is not taking minutes at this meeting and for the next couple of months. The task has been delegated to the COA's intern, Sonali Fiorillo. Mr. Wilson is working with Matt Glick from the Rec department who will help him out with the bills.

**C. Programming**

I. Day Trip Model

The programs and activities team plans to change the messaging and price point for future day trips. The goal of the Newport Flower show was to make it very accessible and a warm welcome back. There is a lot of excitement surrounding the event and 100 seniors will be attending. The messaging and price point will be changing to prevent the need for additional funds in future trips as were requested for the addition of a second bus on this trip. The day trip model will likely be returning to its previous model where the Friends of the COA decide to sponsor a trip with a fixed amount of dollars, and the seniors would be charged the remainder of the cost of the trip. The intention is to not ask the Board to approve extra funding again. There will be another day trip in September that the Friends have agreed to sponsor. Rebuilding the day trip model is for motor coach trips, not smaller trips on the COA bus.

II. Number of Classes per Fitness Cycle

Mr. Wilson recognizes that there was a gap pointed out by some seniors in the amount of fitness classes available that was supplemented with April pop-up classes. The pop-up classes average attendance was around a dozen participants. Some pop-up classes did have significant interest, including Chair One Fitness in March and April. Most of the other pop-up classes did not outperform their normal counterparts in terms of attendance. We are working with automating zoom links for classes so that there is less chaperoning needed to get zoom links to seniors and instructors. We are also working on getting classes back in for a hybrid or in-person model. We are experiencing a lot of change currently, including searching for a new director. Mr. Wilson recommends starting FY23 with seven fitness classes per newsletter cycle, which would be one more than currently. Once we have a new director and the technology is settled, the staff would feel very comfortable increasing it further. For July and August, many instructors have been able to agree to seven fitness classes and it is working in the schedule despite holidays. The ultimate goal is to get to eight after seven is comfortable in the next cycle or the one following it. Pop-ups were

tacked on to the end of the cycle but were difficult to manage due to last-minute setup, faster turnaround, and tracking finances. We want to avoid using them as supplemental classes and more as a way to garner interest towards new classes on rarer occasions. We also want to avoid having larger gaps of two or more weeks of missed classes caused by unscheduled classes on the bookends of cycle changes.

#### **V. LPI Contract Renewal Discussion**

We do not have any wish to change or alter any newsletter parameters in an interim period, so we expect to keep the newsletter as it is for the next calendar year. Mr. Wilson noticed three changes between the new and old contracts from LPI. He wants to ensure the amount of ad pages does not increase again, because they did it last year which decreased the space for COA content. LPI decreased the number of printed newsletters produced from 4600 to 4500. The previous contract was a one year and the new one is a three year. We have historically executed a three year contract with LPI. Halfway through the last contract, the ad space went from three and a half to four pages and it is essential to understand if that might happen partway through this contract as well and how can we prevent it in order to preserve our space. We are already operating under this contract, Mr. Wilson's signature has just not been submitted yet. The previous contract appears to have 17 pages of content and 3 pages of ads, so we have lost a full page of content and we would like to recoup this space. We are able to edit the contract as long as both parties agree on terms, which is likely. It is preferred to switch to a one year contract so that the new director will have a say in how the newsletter is run. Mr. Wilson will ask for a one year contract, and if not, signing in to the three year contract is not a large concern due to the flexibility allowed for terminating the contract.

#### **VI. Vaccine/Mask Policy- Review and consideration of termination date of existing policy:**

Ms. Allen notes that we have a choice to either rescind, create a trigger to rescind, or make no change to our vaccine and mask policy. All parties agree that making no changes is the best course of action.

#### **VII. Personnel**

##### **A. Performance Recognition Request for Gregory Wilson**

Ms. Allen indicates that although Mr. Wilson's Performance Recognition Request was already discussed and passed by the board, without very specific line items on the agenda and accepted minutes reflecting that action, it will not go into effect.

**A motion was made by Kathleen Vogel and seconded by Bob Ferrell for the COA Board to approve a request to the HR board to award the Performance Recognition Reward as so defined in the personnel policy handbook of the Town of Wellesley to Gregory Wilson. The motion passed unanimously, 10-0.**

##### **B. Interim Period Position Change of Assistant Director to Interim Director**

Ms. Allen stated that Tuesday, May 3<sup>rd</sup>, was Mr. Wilson's first day without a director and should be the effective date, or as soon as is legally possible after that date. Again, a specific line item on the agenda and accepted minutes reflecting that action are required to implement the title change.

**A motion was made by Tony Parker and seconded by Kathleen Vogel to change Mr. Wilson's position from Assistant Director to Interim Director. The motion passed unanimously, 10-0.**

**C. Director Search Process**

Ms. Allen prefers the Board to be comfortable about the process and understand it. There was some interest for hiring an outside firm to conduct the search and some discussion about minor changes to the director's job description.

However, these are the foundations on which we will conduct the search. The search should begin immediately. Before the committee is formed, a vote should confirm the following ground rules. First, the current job description will be used to launch the search. Second, if and when revisions are made to that job description, the substitution will be made. Third, we will use the town's HR Department and not an outside firm. We can revisit using an outside firm if we have had a substantial amount of time without finding a suitable candidate for the position with HR's support, but the cost of an outside firm would be paid through the COA budget. The HR Department will provide whatever support we request.

**A motion was made by Bob Ferrell and seconded by Kathleen Vogel to begin the Search immediately, to use the current job description for the position until a new one is adopted, and to use the Town's HR Department to conduct the Search. The motion passed unanimously, 10-0.**

**D. Search Committee Composition**

The Search Committee should consist of three to five board members that will determine the flow and carry out the process, bringing finalists to the Board to interview and select. Part of the process could also involve setting up a time for patrons to meet and question the candidates. The Search Committee will be comprised of Kathleen Vogel, Dianne Sullivan, Marlene Allen, Susan Rosefsky, and Bob Ferrell.

**A motion was made by Kathleen Vogel and seconded by Tony Parker to appoint Kathleen Vogel, Dianne Sullivan, Marlene Allen, Susan Rosefsky, and Bob Ferrell as the COA preliminary screening committee for the purpose of reviewing applications and conducting preliminary interviews of qualified candidates for the position of Director of Senior Services. The motion passed unanimously, 10-0.**

**VIII. Gift Policy First Read**

Ms. Allen is aware of a party interested in giving a gift to the Tolles Parsons Center in honor of one of our patrons. In January of 2020, a Gift Policy was in the process of final editing, but a final approval was never voted. This proposed policy will now go through a first read here, and we will bring it back at the next meeting for any discussion and then a formal approval. This document gives the purpose of gifts and discusses the recommendation of gift criteria. Among other criteria, gifts must be appropriate and fit one of the categories listed. It also discusses the types of gifts and the responsibility in responding to a gift.

**IX. Reports/Updates**

**A. Wellesley's Wonderful Weekend**

Parade

Some people will ride the bus or march in the parade, and there is a Wellesley COA banner to carry. There will also be 15 signs that promote different aspects of the COA. Three from the walking group, one from the Friends, a couple of veterans, and a few others are expected to ride the bus or march in the parade. We must check into the parade by noon on Sunday.

Open House

Saturday the COA has an open house from 12 – 3 pm. Tina Wang, Kathy Trumbull, Bob Ferrell, Tony Parker, and Marlene Allen will help out during this time. Refreshments are donated by Whole Foods. There will be a custodian in the building. There also may be patrons in various parts of the building.

**B. Governance/Nominating Working Group**

Tory Parker reports the Governance/Nominating Working Group has nearly completed the interviews of each board member and they are trying to plan a meeting for next week. There is also a pool of 15 candidate names. They will figure out their next steps and finish processing by mid-June.

**C. Expansion Working Group**

This group talked about a new staffing model that would allow us to provide staff beyond the normal 9am to 4pm hours. Sometimes staff will trade off and compensate time, but we need to find some way to do that. Mr. Wilson and Ms. Rose hope to connect with the Library to work with them again for evening and weekend program spaces. They will also follow up with the Recreation Department. Mr. Wilson will figure out what the coverage is and overtime budget process is. The base model for events outside normal hours will be the Al Fresco nights which will happen in August. We need a model that will allow us to hold an evening event while still keeping the COA open for drop-in activities. Perhaps we could consider allowing other Town government groups to hold meetings in our main room, covering janitorial costs, allowing patrons to use other portions of the building beyond our normal hours of operation. Dr. Ferrell was looking for events the COA can collaborate with Wellesley Neighbors, who have expressed interest in collaborating and want to plan trips and sort out logistics. There is some conversation arising about need for additional staff as we return slowly from a remote environment. There are some people that used to participate in the volunteer driver group that are interested in a relaunch of the program, which is a goal for FY23. This will be a topic for the next meeting of the Expansion Group. The logistics of operating the group are not fully sorted out, but starting with a smaller group could be more manageable.

**D. Outreach Working Group**

Outreach Working Group has not met recently and has no new updates. Some action items need following up, and another meeting will be scheduled.

**X. Old Business/New Business:**

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

Mr. DeFazio is looking forward to seeing the COA bus in the parade on Sunday.

One of the other units is the Wellesley Food Pantry, and he had a conversation with Cynthia Scott. There are 180 families that use the Food Pantry for food on a weekly basis and 50% of them are 60 years old and over. It is something for us to be aware of and we might want to reach out to the Food Pantry to see if we can connect with some of these families. This could be perfect for the Outreach Working Group. Every Tuesday afternoon for 2.5 hours, the COA helps families access the Food Pantry, reaching 13-14 families each month and can expand to serve more families if needed.

**XI. Next meeting dates/time**

Special meeting Thursday May 26, 2022 at 4pm online via Zoom.

COA Board meeting Thursday, June 23, 2022 at 4pm (possibly online via Zoom).

**XII. Adjourn**

**A motion was made by Bob Ferrell and seconded by Tina Wang to adjourn the meeting. The motion passed unanimously, 10-0, and the meeting was adjourned at 6:08pm.**

**Approved at the May 26, 2022 meeting.**