

**Council on Aging Minutes of June 17, 2021
Schuler Multi-Purpose Room - Tolles Parsons Center
500 Washington Street, Wellesley, MA 02482**

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 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 (arrived at 4:10pm); Tory DeFazio; Bob Ferrell; Gerry Hume; Dianne Sullivan; and Kathleen Vogel

Absent: Tom Kealy and Lori Ferrante

Also Present: Heather Munroe, Director of Senior Services and Gregory Wilson, Assistant Director of Senior Services

Meeting Documents:

Agenda
Minutes of May 20, 2021
Director's Report including:
 FY21 Budget Checkbook
 Reopening Plan June Survey Results
 Reopening Plan July August
 Fitness Class Guidelines
 Lunch Policy
 Revolving Funds and Pilot Policy
 Email from Activities Team RE Mixed Yoga

I. Call to Order:

Ms. Allen, Chair, called the meeting to order at 4:01 pm.

II. Citizen Speak:

None

III. Meeting Minutes:

Minutes of the May 20, 2021 meeting were reviewed. The following edits were identified:

- Page one under Call to Order, paragraph two, line six should read, "In the future, all policy first read policy drafts will be identified..."
- Page four, line 14 should read, "...number of seniors used in this proposed budget calculation will not accurately reflect..."
- Page six, line four should read, "A motion was made by Mr. Kealy to keep the Mixed Yoga fee..."
- Page six, item two should read, "Revolving Fund Policy (Effective July 1, 2021) (1st read)."

- Page six, item three should read, "Fitness Class Programming Policy/Guideline (1st read)."

Ms. Allen reiterated that every policy draft first read will be its own agenda item to alert the public of the proposed policy and to allow for discussion. Potential voting on the policy will occur at the meeting following the first read.

A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to accept the minutes of the May 20, 2021 meeting as amended with the above mentioned edits. The motion passed unanimously, 8-0 (Ms. Becker was not present at the time of this vote.)

IV. Reorganization of the Board

A. Review of all nominations

Ms. Vogel explained that she, Mr. Parker, and Mr. Hume, and Ms. Rosefsky as the Nominating Working Group proposed a slate of officers for the next fiscal year, consisting of Marlene Allen as Chair, Tony Parker as Vice Chair, and Susan Rosefsky as Secretary. Great discussions also occurred with other board members about considering leadership positions in the future.

B. Call for Nominations from the Floor

None

C. Elections for Chair, Vice Chair, and Secretary

A motion was made by Kathleen Vogel and seconded by Gerry Hume to elect the FY22 Board slate as Marlene Allen, COA Board Chair; Tony Parker, Vice Chair; and Susan Rosefsky, Secretary. The motion passed unanimously, 8-0 (Ms. Becker was not present at the time of this vote.)

V. Policies

A. Lunch Program Policy

Ms. Munroe presented the lunch program policy draft to the Board, and discussion ensued. It was clarified that Ms. Munroe would revise the Location of Meals section under COVID-19 Restrictions on page three to indicate that lunch will be held in the Multipurpose Room or the Patio. It was also clarified that Ms. Munroe will change the language under Applicability on page three to indicate that the policy applies to any meal coordinated by the COA.

A motion was made by Bob Ferrell and seconded by Tony Parker to approve the Lunch Program Policy as amended with the above mentioned edits. The motion passed unanimously, 9-0.

B. Revolving Fund Policy (Vote)

Ms. Munroe presented the policy draft to the Board and stated that a definition of the revolving fund was included in this version; a special revenue source that sees money flowing in and out to support program expenses. A revolving fund also has a cap, approved at Town Meeting, to limit the amount of money that can pass through the account. Ms. Munroe explained that the COA revolving fund has almost 60 project codes that account for fitness classes, arts and cultural classes, day trips, lunch, non-resident newsletter subscription fees, and more. Additionally, Ms. Munroe clarified that a reference to the Town of Wellesley General Bylaws was also added to the policy. The procedures

were also reviewed, focusing on the reconciliation of bills, surplus balances, negative balances, funding balance transfers to the No Project account (for credit card fees), and remaining fund balance transfer for pilot programs. These procedures reduce the amount of money left at the end of the year and provide a preliminary budget for pilot programs in the next fiscal year as well as funds for credit card fees.

During discussion, Ms. Allen reiterated that this policy will keep our year over year balances low, allowing the COA to use a surplus of revenue instead of having it sit unused. Ms. Allen explained that this will help especially with transitioning to drop-in classes, providing a buffer with upcoming unknowns and potential fluctuations. Dr. Ferrell asked if a process was in place to monitor the financial outcomes of the policy, emphasizing the need to establish timely follow-up. Ms. Allen clarified that the data will be reviewed throughout the year with monthly financial reports, but showed support for a mid-way report. Ms. Munroe explained that the data will be distributed to the Activities team to allocate the funds. Additionally, it was clarified that evaluations occur by the 15th of every other month after a cycle has concluded. Ms. Munroe offered to add in a separate report on pilot programs to easily keep the Board informed. It was further explained that pilot programs go for two to three cycles to gain initial interest. Ms. Sullivan explained that the fund can be used for other program deficits, not just to fund pilot programs. Ms. Munroe added that \$3,000 from the no project code is allocated for credit card fees; some money will be allocated for pilot programs, and the remaining balance will be used to cover deficits.

A motion was made by Tony Parker and seconded by Bob Ferrell to approve the Revolving Fund Policy. The motion passed unanimously, 9-0.

C. Fitness Class Guidelines

Ms. Allen explained the reasoning for presenting fitness class guidelines, which allows the Board to make decisions on classes that fall out of normal parameters. The guidelines include drop-in classes, allocation of \$5,000 of EOE A funds, procedures for low-enrollment classes, an evaluation protocol, a contract protocol, and a pilot protocol. Additionally, the verbiage in Section 3B was adjusted so that a low-enrollment class put on hiatus is for at least one newsletter cycle instead of the remainder of fiscal year. Ms. Allen requested an edit in Section 3A to include that five or more students need to be enrolled in the class.

Ms. Munroe presented the following edits that were made prior to the meeting:

- Section 1B should read, “No fitness class shall be advertised in the newsletter that is outside the scope of the matrix...”
- Section 3A should read, “In any newsletter cycle where a fitness class does not reach an enrollment level that allows for the coverage of the instructor’s cost, but with five or more students, the fitness class will run for the newsletter cycle.”
- Section 3B should start with, “After a subsequent newsletter cycle...”
- Section 4B should read, “If a fitness class evaluation conducted at the end of a cycle does not reach an acceptable level (average of 4/5 instructor rating), the class will run as advertised for the next cycle but will undergo a midsession (after 50 percent of the classes are completed) evaluation to look for marked improvement. Absent improvement of performance ratings, minimum average of four, the fitness class will not be promoted for the upcoming session.”
- In Section 6E, the word “sessions” is replaced with “newsletter cycles.”

During discussion, it was clarified that if an instructor wanted to run a class with less than the number of students needed to cover the costs, but charge the students more to make up the

difference, the COA Board would need to approve it before the class could be advertised in the newsletter. Additionally, clarification was offered on Section 2b, which indicates that if fewer than five students are enrolled in a fitness class the business day before the class starts, the entire session is cancelled. Ms. Munroe agreed to change the verbiage in Section 2B to clearly state that all classes in the session will be cancelled. Ms. Vogel asked for clarification on procedure if the first class has low enrolment, but subsequent classes have the minimum. Ms. Munroe explained that she does not anticipate this being an issue, but will touch base with the Board and amend if it does.

Ms. Sullivan explained that generally policies should be written before guidelines, and she would like it on record that a policy will be developed to compliment these guidelines. During discussion, points were raised that having these guidelines will allow for needed flexibility, and it was reiterated that policy changes take a while to enact. It was recommended that the policy, when created, should speak to the conceptual level, and that the guidelines themselves offer detailed practices and procedures for the staff.

A motion was made by Tony Parker and seconded by Kathleen Vogel to approve the Fitness Class Guidelines as amended with the above mentioned edits.

The motion passed unanimously, 9-0.

VI. Director's Report:

Highlights of the report included:

- Finances;
- Operations;
- Programming; and
- Social Work/Outreach

A. Finances

I. FY21 Budget Update

From the operating budget, with liberal expending of salaries, there should be about \$3,000 remaining at the close of the fiscal year. Expenses, after encumbered funds for some larger projects (ie: coffee pot), show as \$24,000 remaining. These figures are not the same as the operating budget book since it accounts only for current actual and not expected expenditures.

II. Capital Updates

Ms. Munroe presented financial updates on unused capital projects:

- FY18- Replacement iPads- five iPads have been ordered at \$2,745, leaving \$255 to return to the Town.
- FY19- Replacement Equipment estimated at \$8,000 - The COA would like to purchase the following items until the funds run out: clocks, shades for the conference room, attic shelves, storage containers, chair cushions, sound panels in the Pool Room, and cabinet locks.
 - A separate capital project request must be made for an air conditioner for the IT closet.
- FY20- Security- the COA would like circular mirrors that estimate at \$50 each, leaving \$900 to return to the Town. Ms. Munroe is running this purchase by Finance.
- FY21- Photocopier/AV Modifications- the COA would like to encumber the remaining \$5,097.96 to upgrade AV equipment in FY 22 to assist with future hybrid programming.

Ms. Vogel informed Ms. Munroe that a good vendor to try for washable cushions is Sunbrella. Ms. Vogel explained that for the AC, if the building project has any leftover funding, FMD should be able to cover the costs.

III. FY21 EOE Budget Update (Vote)

\$42,600 have been set aside as the operating offset. Card tables and the card table holder were purchased for \$776.05. The Ai Phones for the front and side doors have been purchased for \$6,036.68 which is less than the original estimate of \$8,000. \$1,700 have been set aside for Wellesley Media programming. The Volunteer Team has an ice cream social planned for end of June/early July for Volunteers that coupled with the cost of thank you cards totaling close to the \$500 budgeted for volunteer appreciation. With \$13,535.27 remaining, the COA would like to spend \$495 on gardening supplies, replacement pool sticks, ping pong supplies, scrabble and low vision tiles, and low vision cards.

During discussion, Mr. Hume recommended that the COA clarify the pool cue types and prices with John Bradshaw. Ms. Vogel asked if we could short order the cost from FMD for the AC, and if the TPC Project does not have any remaining funds, should we look at the remaining EOE budget to help cover costs? Ms. Munroe indicated that it could be an option, and Ms. Allen added that since this is a building issue dating back to construction, FMD should be able to handle this. Ms. Allen will follow up on the process and funding for the AC project.

A motion was made by Tony Parker and seconded by Bob Ferrell to approve the FY21 EOE Budget Update. The motion passed unanimously, 9-0.

IV. Gift Acceptance (Vote)

A donation of \$100 was made by Rosa Gockelman as a general gift with no specified purpose.

A donation of \$100 was made by Sajida Khudairi Family Trust as a general gift with no specified purpose.

A donation of \$1,800 was made by the Wellesley Junior Women's League for evening and weekend series programs.

A donation of \$3,600 was made by the Simons Fund for the Hot Meal Delivery Program.

Rachel Solem donated a Prodigy Duo, a tech device meant to enlarge text.

Robert Walker donated puzzles to add to the Puzzology Program.

Harriett Goldin donated an exercise ball for the Fitness Center.

A motion was made by Kathleen Vogel and seconded by Gerry Hume to accept all above mentioned monetary and nonmonetary gifts given to the COA. The motion passed unanimously, 9-0.

V. Revolving Fund Update – FY22 Pilot Amount (Vote)

Ms. Munroe presented the current plans to fund Pilot programs in FY22 and asked for the Board to approve \$10,000 to be used for the FY22 Pilot Program line.

During Discussion, it was clarified that the COA could determine the amount allocated to Pilot Programs in FY22 prior to the closure of the fiscal year due to the financial structure of the fitness classes, allowing for early reconciliation. It was also clarified that this process will occur on an annual basis.

A motion was made by Kathleen Vogel and seconded by Susan Rosefsky to approve the Revolving Fund FY22 Pilot update. The motion passed unanimously, 9-0.

During a brief discussion that followed the motion, viewers were reminded that much more happens within the COA than what is covered during Board meetings, and the Board encourages the senior population to return to the COA when it opens on July 1, 2021. Additionally, Ms. Allen thanked Mr. Hume and Mr. Kealy for their services to the Board, as this was their final meeting as members of the Board. In the interest of time, the Board agreed to omit presentations on the remaining items within the Director's Report, which included Operations, Programming, and Social Work/Outreach.

VI. Old Business/New Business:

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

Ms. Sullivan informed the Board that a citizen, previously a member of the COA Board, called her about the housing advertisement recently included in a COA newsblast. The citizen believed that the COA was endorsing the housing organization and thought the posting should be on the Town website. It was clarified that the advertisement was not an advertisement for a specific property, but rather for an affordable housing lottery, an identified resource, presented to the COA by the Town for posting.

Mr. DeFazio inquired about the status of the Open Meeting Law (OML) complaint, and it was clarified that for the time being, the situation is out of the hands of the COA Board. It was also clarified that the Board will go into Executive Session in July to approve the previous Executive Session minutes.

Mr. DeFazio also inquired about the resignation of the Mixed Yoga instructor, Judy Scribner Moore, and it was clarified that she will teach through August, but will not be available to teach for the COA after that session has concluded.

Mr. DeFazio asked if the COA would participate in the Town parade the first weekend in October and plan for an Open House. Ms. Allen agreed to add this as an agenda item for the next meeting. Mr. DeFazio agreed to help plan for the event.

VII. Next meeting dates/time:

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

Community Outreach Session Tuesday, July 13, 2021 at 1pm via Zoom (Topic: *Reopening Concerns*)

VIII. Adjourn

A motion was made by Kathleen Vogel and seconded by Bob Ferrell to adjourn the meeting. The motion passed unanimously, 9-0, and the meeting was adjourned at 5:45pm.