

1 Wellesley Council on Aging
2 BOARD MEETING
3 ONLINE REMOTE MEETING
4 Thursday, June 25, 2020
5 3:30 PM
6

7 **Meeting Called to Order** by Kathleen Vogel at 3:30PM

8 Present: Kathleen Vogel, Marlene Allen, Dianne Sullivan, Penny Lawrence, Susan
9 Rosefsky, Robert Ferrell, Lori Ferrante, Tom Kealy, Lisa Heyison (3:35pm), Gerry
10 Hume, Tony Parker, Heather Munroe (staff), Beth Sullivan, (BOS, Liaison)
11 Mary Lou Seitz, LISW, introduction only
12

13 **Citizen Speak**- None

14 K. Vogel introduced Mary Lou Seitz, LISW, who is covering Kate Burnham's position
15 while she is on Family Leave.
16

17 **FY20 Year End Budget Report** (verbal)- Heather Munroe

18 As of June 12th \$34,000.00 is available for the capital budget. Heather will work
19 with Rachel in finance to address capital budget issues and with Sheryl to clarify the
20 EOEA balance. Heather will forward information on the budget and EOEA to the
21 BOD as soon as possible. T. Kealy asked for clarification on the staff training costs
22 (\$ 2,900.00) assigned to the EOEA grant for the FY20. Kathleen will clarify EOEA
23 issues with the Town finance department.
24

25 **FY20 Technology Procurement Update** -Heather Munroe

26 Heather is working with Brian and Charlie in IT to update our computers. Six
27 computers are due to be updated. Five computers will be replaced with Surface Pro
28 laptops, docking stations, wireless keyboards with 15" monitors. The portable
29 Surface Pro can be taken home if necessary. When plugged into the docking station
30 at TPC it works like a desk top PC. Our account will be credited \$800.00 for 5 (five)
31 computer replacements with Surface Pros. The sixth computer will be updated.
32 Heather is working with Charlie on the criteria and specification for a new Mac Book
33 Pro. The "Wonder Share" soft ware program for the new Mac Pro to access Video
34 broadcasting will be considered for purchase pending a quote.. The purchase order
35 for any technology equipment cannot be secured before 7-1-20 per IT department.
36 Estimated technology cost is approximately \$15,000.00. K. Vogel will follow up on
37 the cost estimate to get an accurate figure. Office 365 will also be included and
38 other apps will be considered. Four additional computers will be purchased using
39 funds from Covid adjustments funds. Heather will send out a list and specific quotes
40 when the information is available.

41 T. Kealy expressed concerns related to Mail Chimp availability for increased
42 communication with seniors and the security cameras. The legal issues of three
43 security cameras have not been addressed due to the closing of TPC. The cost of the
44 cameras was scheduled for the FY 20 budget and may need to be adjusted for FY 21.
45 M. Allen suggested we should have carry-over funds in the capital budget to cover
46 this expense.

47 K. Vogel commented on the lateness of the Newsletter due to a printing problem.
 48 Arrangements will be made to send it out via internet/e-mail. Copies were sent out
 49 to seniors, delivery date unknown.

50

51 **Staffing Update-** Heather Munroe

52 Mary Lou Seilt, LSW will be working Monday, Wednesday, and Friday from home
 53 with time adjustments as necessary.

54 Sally, Volunteer Coordinator is working in the office 1 day/wk. and some hours at
 55 home.

56 Enid, office assistant, has resigned. Currently there is only one office assistant.

57 Heather is checking on registration and proper account identification.

58 H. Munroe and M. Allen to work on staffing needs.

59

60 **DRAFT Assistant Director Job Description**—Heather Munroe

61 Deferred until Job Description is available to the BOD. Expect to post position ASAP.

62 Heather expects this to be a top priority when she takes on her new position.

63

64 **Transportation Update-**K. Vogel, M. Allen, H. Munroe

65 MWRTA ride scheduling to begin August 3rd, Monday. Kathleen suggested the
 66 working group meet within the next 2 weeks to discuss the change over process.

67 Rachel T. to interact with seniors on the necessary registration changes and explore
 68 any MWRTA educational materials available.

69

70 **Gift Presentations**

71 Gifts of \$500.00 (Village Church for bus transportation) and \$ 25.00 (general gift
 72 fund) were presented.

73 **MOTION:** Marlene Allen moved to accept the gift from the Village Church and the
 74 gift from a senior for a total of \$ 525.00

75 2nd by Dianne Sullivan

76 ** Roll Call Vote: YES: 11-- M. Allen, L. Ferrante, R. Ferrell, L. Heyison, G. Hume, T.
 77 Kealy, P. Lawrence, T. Parker, S. Rosefsky, D. Sullivan, K. Vogel.

78

79 **FY 21 COA Board Officer Vote-** Kathleen Vogel

80 Presentation of slate: The slate as presented at the May meeting included: Chair-
 81 Marlene Allen, Vice-Chair, Penny Lawrence, Secretary, Susan Rosefsky. There were
 82 no nominations from the floor.

83 **MOTION:** T. Kealy moved to accept the slate of COA officers for FY 21 as presented
 84 by K. Vogel. Seconded by G. Hume

85 ** Roll Call Vote: As above: YES-11

86

87 **Old Business:**

88 * Requests by members to have a Wellesley e-mail address—Kathleen to
 89 send out forms to be filled out by members and sent to Kathleen or the
 90 Director who will send all forms to Brian at IT.

91

92 **New Business**

- 93 * Kathleen asks members to send any changes in the roster to her ASAP
 94 * Kathleen noted arrangements for transcription of future BOD meeting
 95 minutes would need to be arranged-
 96 * Question of the BOS Liaison for FY 21 was raised. Beth Sullivan
 97 commented at this time the BOS has not met to discuss this issue and she
 98 will continue in the liaison role until a decision is made.
 99 * Board members expressed their appreciation to Kathleen for her untiring
 100 hard work and leadership over the past two years as Chair Person.
 101 * Kathleen graciously accepted a mixed succulent plant arrangement from
 102 all.

103

104 **FY 21 Preliminary Meeting Schedule**—Kathleen Vogel105 Third Wednesday of the Month at 1PM, - July 15th, Aug. 19th, Sept. 16th.

106 Please let Marlene Allen know if this does not work for you.

107

108 **MOTION TO ADJOURN**

109 Tony Parker moved to adjourn the meeting at 4:25 PM, seconded by Gerry Hume.

110 ** Roll Call Vote: As above: YES-11

111

112 ** All roll calls votes as above through out

113

114 Respectfully submitted,

115 Dianne Sullivan

116 Reviewed by K. Vogel, Chair

117

Documents: Gift Presentations

Roster

Meeting schedule-3 month

FY 21

118

119

120

121 minutesCOA6-25-20

122

123 **Approved- July 15, 2020**