

NEEDHAM COUNCIL ON AGING

January 14, 2016

MINUTES

Present: Carol deLemos, Colleen Schaller, Monica Graham, Susanne Hughes, Penny Grossman, Dan Goldberg, Tom Keating, Ed Cosgrove, Eilene Kleiman

Not Present: Lianne Relich, Phyllis Fanger

Staff: Jamie Brenner Gutner

Convene: 6:00 pm – The Center at the Heights, 300 Hillside Avenue

CALL TO ORDER: 6:00 PM. Carol deLemos and Colleen Schaller, Co-Chairs, called the meeting to order.

APPROVE MINUTES: Minutes of the November 12, 2015 meeting were approved with the following corrections made by Susanne Hughes to add “sponsor and patron” plaques and by changing the wording to the “Town of Needham Council on Aging Art Policy”. Susanne Hughes moved to approve the minutes and Colleen Schaller seconded the motion.

Minutes of the December 10, 2015 were approved. Dan Goldberg moved to approve and Monica Graham seconded the motion.

CHAIR REPORT: Colleen Schaller informed the Board that the Town Manager, Kate Fitzpatrick and the Assistant Town Manager, Christopher Coleman have agreed to meet with the COA Board in April. Due to conflicts in scheduling, the Council on Aging Board in April will be moved to either the 21st or the 28th of April pending the availability of town management staff. The discussion will include the topic of the classification of the Council on Aging Executive Director position. Other topics of interest and concern to Board Members as related to the Council on Aging may also be addressed to Kate and Christopher. The Council on Aging Board Chairs request that questions be submitted to them ahead of the meeting so that they can share the questions with Kate and Christopher.

The Board Chairs requested the consent of the Board to write a letter to Mr. Richard Carey thanking him for his interest in placing plaques in the Multi-purpose game room and to reaffirm the policy of the Council on Aging Board regarding wall space at the Center at the Heights. Previous COA Board minutes record that the Board affirmed this policy. The Council on Aging Advisory Board concurs with this policy.

EXECUTIVE DIRECTOR'S REPORT: There are open positions waiting to be filled and the ED is unable to give specific information to the Board until the process is

complete. There is an Assistant Director's position open as well as a SHINE Assistant position (SHINE applications closing on 01/15 at noon). A MetroWest Grant has been received and paperwork for completion to receive this grant has been submitted.

The Council on Aging is waiting to hear if a reallocation of town funds will be approved to allow for adding the following positions: a new 37.5 hour staff person and a increasing the number of hours of the existing part time position.

A discussion on whether the COA Board can postpone a vote, if needed, when a quorum is not present. In the winter months a quorum is not always present. The Board would appoint an Executive Committee to act in the event a vote is needed but was not voted on at a monthly meeting due to the absence of a quorum. The Board Chairs will approach the Town Manager to discuss whether this approach is legal. If the Town Manager approves this action the 2016 Executive Committee will be comprised of Carol deLemos, Colleen Schaller and Susanne Hughes. A motion to move forward on this proposal was offered by Monica Graham and seconded by Eilene Kleiman.

A vacancy exists on the COA Board. This vacancy has been posted.

FRIENDS OF THE CENTER AT THE HEIGHTS: The Friends have sent a letter to local businesses to raise funds to support the Center. Members of the Board suggested that a specific request for funds be mailed to residents of Needham similar to letters sent by the Friends of the Public Library and the Community Council.

WALL ART COMMITTEE: Additional wall space has been added as a place for the public to display art. This area includes the wall along the elevator to the right and the wall moving toward the patio. The ED will approach the Friends to request funds for adding a hanging system in this area. The price is in the high \$500.00 range. Eilene Kleiman agreed to pick the system up when ordered to save on shipping costs.

The Executive Director will also ask the Friends how much money remains in the funds designated for CATH enhancements.

BOARD MEMBER UPDATE: The Norfolk County VA acknowledged Tom Keating for his effort in driving veterans to medical appointments.

ADJOURN: The meeting was adjourned at 7:00. Ed Cosgrove moved to adjourn the meeting and Eilene Kleiman seconded the motion.