

Needham Council on Aging Board Meeting

June 13, 2019

5:00-6:15 pm

Center at the Heights, 500 Hillside Ave., Needham, MA 02494

Present: Colleen Schaller, Penny Grossman, Sandra Prinn, Ed Cosgrove, Mary Elizabeth Weadock, Helen Gregory, Lianne Relich, Dan Goldberg and Thomas Keating

COA: Ms. Latanya Steele, Director, Ms. Kristen Lindley, Social Worker; Ms. Jessica Moss, Social Worker

The Board wished Ms. Jessica Moss well as she will be on maternity leave soon.

5:05 Meeting Called to Order by Board Chair Colleen Schaller.

Kathleen Grant provided a brief overview of the SHINE program. The training program of new counselors seven in all is complete and all passed their certifying exam. Three are professionals one of whom is working at the Mass Department of Public Health so that has been an asset. Seven current counselors are mentors for these new counselors. No turnover occurred this year; there has been incredible growth since 2018. The word of mouth continues advertising continues to be our best asset. Within the State our area has the second highest number of contact forms even more than in Boston.

Mr. Goldberg made a change to the spelling of first aid in the May 9th minutes. **Ms. Grossman made a motion to accept the amended May 9th minutes. Mr. Goldberg seconded the motion. The minutes were unanimously accepted.**

Ms. Kristin Lindley, Social Services Report

Ms. Lindley noted the numbers have increased. She said that all three social work staff (Ms. Cusack, Ms. Moss and myself) have been spending more time with each client.

Ms. Cusack is continuing with the yoga classes. There will be more first aid teacher training in the fall. Ms. Kelley is on top of the programming.

Ms. Lindley participated a mini grant writing process around resilience to climate change in the public health department. Ms. Lindley passed around the final "Stay Safe during Extreme Weather" brochure. She and Mr. McDonald, head of the Health and Human Services Division, would like feedback from the Board on the design and content via email or via voice mail.

Mr. Stephan Grably, Transportation Report is included in the packet. Ms. Steele will take questions as Mr. Grably could not attend.

Ms. Schaller attended the transportation committee meeting with two other Board members earlier this week and will wait to discuss the report at a later point in the agenda.

Mr. Goldberg mentioned the 214 documented gym visits; matching the numbers against who actually paid. Ms. Steele said that the new system--My Req should track the numbers better the two systems can't be blended together automatically. Once one of the Senior Corps volunteers are available on a

Saturday they will add the numbers from the old system into My Req. Ms. Steele will report back to the Board on the numbers as compared to the fitness income report in the fall.

Director’s Report—Ms. Steele

Ms. Steele reported that the new assistant director positions are in place. This is not public knowledge yet so she asked the staff to leave early. There are two official positions—one is volunteers, and counseling and supervising the new social work intern position and the other is for programming and transportation. Ms. Moss will be the assistant director for the volunteer and counseling side. Ms. Kelley will be the assistant director for the program planning and transportation.

The program assistant 3 part-time offer was made to assist Ms. Kelley with evening and weekend programming. Another part time position program assistant 2 will be offered soon so that the weekend work can be shared between the two part time positions.

Ms. Steele is going to another formula grant training.

Ms. Steele has also spent down the funds for the fiscal year having purchased fans for the multipurpose room which will assist with both cooling and heat circulation issues.

Ms. Steele and Mr. Grably were asked to work on the parking space issue. Mr. Chris Coleman, assistant town manager is recommending examining the days/times of classes, a drop bridge gate in the afternoons in the parking lot, and other ideas. The gate would require funding so the ideas are in the planning stage. Everyone agrees that that on demand rides need to stop; Ms. Schaller recommended saying that the van leaves on the hour only. Ms. Steele noted that the only lighter programming day remains Fridays.

Ms. Schaller Update on Transportation Meeting with Two Members of the Select Board

Staff can begin to use the Avery Lot for parking off site as it is not posted for towing. It is ok to announce the use for out of town guests on a need to know program by program basis.

A discussion ensued on general parking issues. The lot was originally designed for 100 spaces; currently there are 89. Possible solutions include renting some of the MBTA spaces, the gate costs and upkeep, checking on the use of building stickers and the ability to legally enforce the use of the stickers (a discussion with legal counsel will need to happen), and the issue of the two new vans needing to be parked off site—either Avery or somewhere else. Also part of the 100 was originally 5 spaces behind the “Blu” restaurant; can these be renegotiated back? The minimum 3 handicapped spaces is now in the lot; Board members would like to see 2 additional spots to meet demand. Ms. Gregory recommended letters to the editor in the Needham Times and Hometown Weekly asking clients to respect the parking. Ms. Weadock recommended senior center parking hour’s signage throughout the lot so that patrons and others are better informed of hours.

Ms. Schaller noted the Transportation meeting had an extensive open ended agenda including sidewalk maintenance and use, bicycle needs, intersection crossing issues as well as the transportation issues that come with the large scale retail/housing development that will be going in at the Marshalls location on Highland Avenue. The COA parking issues were just a small part of the agenda. She would like to meet with the Select Board separately to focus on the COA needs and Ms. Prinn agreed. Ms. Grossman requested that the Board look into the transportation needs for the senior center in the broadest way

and then work on the details needed during the fall into the winter. She noted that there will be core needs versus what is less necessary. Ms. Weadock recommended client meetings in the fall to really get a handle on the needs versus desires. Ms. Grossman also recommended that Mr. Grably and the other drivers make a list of regular users and meet with them prior to the general client meeting. The regulars are definitely well known by the driver pool.

Ms. Schaller noted that she and Ms. deLemos took the Safe Serve food course and that both the training and the handouts were great. Both passed the training so will be able to assist the staff during events in 2019-2020.

The Board requested the volunteer management policy via email so they can revisit the guidelines at an early fall meeting.

Ms. Schaller mentioned that Mr. Keating is leaving the Board at the end of June and asked Board members to see if they knew anyone who could take over as a VFW member.

Ms. Schaller appointed a 3 person executive committee for the summer in case there were any issues that needed review prior to the first fall meeting. The executive committee is Ms. Grossman, Mr. Goldberg and Ms. Schaller.

Meeting Dates for 2019-2010 are September 12, October 10, November 14, December 12, January 9, February 13, March 12, April 9, May 14, and June 11.

Mr. Goldberg made a motion to adjourn at 6:00 pm. Ms. Gregory seconded the motion. The vote was unanimous. Board adjourned at 6:00 pm.

Minutes Respectfully Submitted,

Faith Crisley