

Belmont Council on Aging
Board meeting
May 2, 2011

Present: Joel Semuels, Chair; Maryann Scali; Angela Mullin; Neil Hegarty; Anne Lougee; Penny Schafer; Nava Niv Vogel, COA Director

Call to Order: 7:37 pm

Senior Citizen's Concerns:

Are there still steps at the pool? N. Niv Vogel confirmed that they were still there.

Review of Past Minutes

Corrections were made and the minutes unanimously approved as amended. N. Niv Vogel will make the edits and submit the revised minutes to the Town Clerk.

General Announcements:

Director's Review -- The Town's HR Director has provided J. Semuels with the form used to evaluate management personnel ("Performance Evaluation for management Staff"). T. Younger will be doing evaluations after Town meeting. N. Niv Vogel has not had a review for the last few years because there have been no management raises for the past 3 years, except for staff with salaries below the mid-point salary. The COA Board felt there should be annual performance reviews even if there are no raises.

- The Board voted (unanimously) to form an Evaluation Process Working Group to develop ideas concerning the Board's process for evaluating the Director and how our evaluation will be transmitted to the Town Administrator as part of his evaluation of the Director's performance. Members of this working group include J. Semuels, A. Lougee, Neil Hegarty and potentially other members of the Board. Among other things, they will ask T. Younger for his schedule and determine how other boards (especially the Recreation Commission) conduct their evaluations.

Updates and Correspondence

Springwell – N. Hegarty reported that he had spoken with Sergeant Daley of the Belmont Police Dept. to set up a way to familiarize the Police

with Springwell services. He reported that over the past year, Springwell has delivered over 160,000 meals and served over 40,000 meals at meal sites. Under their protective services program, Springwell has about 200 open cases right now, and deals with about 2500 cases per year. Springwell is working with Newton Wellesley hospital on discharge planning to reduce the number of re-admissions and to provide post-hospital care. They have also been named the lead agency for discharge planning with Beth Israel Deaconess Hospital.

Director – see Director’s written report. Also, the Director said that she plans to proceed with extended hours on Tuesday even though the town will not be providing funding for transportation during those hours. The Board asked that she confirm that the union would not have any problems with this and that the town was well aware of the extended hours. Extended hours would start June 1st – K. Eaton would work flex time to cover the extra hours and the Director would serve as Ms. Eaton’s backup.

- The COA Board unanimously approved the following motion: The COA Board supports the Director’s plan to keep the Senior Center open extended hours (4 – 7 pm) on Tuesdays, assuming that she first confers with the Town Administrator and determines that there are no contractual or union impediments.

A new company is producing the Senior Notes and it will take a couple of months to work out the kinks. Patio furniture should be installed this month. Volunteers had offered to build a small raised bed to grow vegetables. While the Health Director approved the project, the town Administrator would not let it go forward.

Rentals – Karla O’Brien has written a very nice story about the Bahi rental of the Center and submitted it to the Belmont Citizen/Herald with pictures. They will print it when they have room.

Transportation Coordinator, Brian Jennings, is out sick. The hiring of a new driver is on hold until Brian returns. Lead volunteer dispatcher is helping with coordination while Brian is out.

The director is waiting for the Town Administrator to establish a rental fee – then negotiations with Lexington over use of our BelderBus one day a week can continue. Having enough drivers will be key to the arrangement.

As requested by the board the director will send the report submitted to the capital budget committee on the BelderBus grant application.

Rentals – The center continues to get rentals. The current update provided by the senior center coordinator is out of date as more rentals have been booked since it was written.

Town Day is May 21st. A request was made at the meeting for volunteers to help man the COA table. A number of off-board members signed up..

Fitness Room Working Group – The director submitted a press release for the Belmont Citizen/Herald to print an article about the new fitness equipment and requesting that people sign up. Currently 20 people have pledged already. Ultimately 40 are needed.

Old Business

Discussion of Board Strategy for FY'12 Budget – M. Scali and P. Schafer will attend the warrant Committee's budget presentation.

New Business

N. Hegarty – Over the next year the board should develop a Board manual and perhaps a Board orientation session. The Board unanimously approved the setting up of a working group to complete this project-- J. Semuels and N. Hegarty volunteered to be part of the group.

Respectfully submitted,

Penny Schafer