

**Winchester Council on Aging  
Agenda October 14, 2020 9:00 a.m.  
Tom Howley, Presiding Chairperson**

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TOWN CLERK  
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1. Approval of September 9, 2020 minutes-see attached
2. Old Business
  - a. Board training and development with The Philanthropic Institute
  - b. Current Covid-19 Operations
3. New Business
  - a. Cummings Foundation update
  - b. Flu clinic at Jenks
  - c. Status of reopening of the Jenks-Reopening Requisites
  - d. Tax reduction volunteer "work" program
  - e. Preliminary patron survey report: Rebecca Dodge Watson-see attached
  - f. Board member "interests and assignments" – see attached
  - g. Strategic pillars
4. Standing Reports
  - a. WSA-Rob Ain and Christine Kowalczyk
  - b. Transportation Committee-Joan Grenzeback
  - c. Minuteman-Margy McIndoe
  - d. Director's Report-Phillip Beltz-see attached
5. Date of Next Meeting- November ~~11th~~ 12<sup>th</sup>
6. Adjournment

TL 10/15/2020

WINCHESTER COUNCIL ON AGING  
MINUTES

September 9, 2020 – via ZOOM

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Attending: Tom Howley, Rob Ain, Phillip Beltz, Michael Britt, Rebecca Dodge Watson, Joan Grenzeback, Ted Lamson, Ted Martin, Margaret McIndoe, Jane Murray, Carol Thomas

Not Present: Ruba Gnaratnam, Wei Han, Christine Kowalczuk

Tom called the meeting to order at 9:00. He presented the 2020 Work Plan that he and Phillip developed through telephone discussions they held during the summer months and as further shaped by the recent conversations with Board Members. He plans to use this information as a plan for implementation for the COA during the upcoming year.

The minutes of the July 8 meeting were reviewed and unanimously adopted without amendment.

**Old Business:**

Board Training – Phillip and Tom reported work with The Philanthropic Institute is in progress. Although a Zoom gathering is possible, they agreed with Mike that conducting training in person would reinforce collaboration among the three boards involved.

COVID-19 Operations –staff continue to address issues such as food insecurity, issuance of masks, etc. Despite approval from health department for a limited opening, the WSA will not provide offerings at the Jenks and continue with virtual and outside activities. The COA will continue with appointment only activities such as hearing screenings, blood pressure clinics, etc.

Office Redesign – this is on hold until it can be evaluated after the center reopens.

**New Business:**

Cummings Foundation – Phillip reported progress on several programs. With Wei Han and Jennifer Zhang's help, the Winchester School of Chinese Culture will start offering ZOOM ESL and Citizenship programs to Winchester's Chinese community. He has hired Andrea Weaver to develop the Center's intergenerational programs that will include participation of Winchester schools.

Work Plan Development – Phillip and Tom reviewed notes of their conversations with COA members about ways to better serve Winchester. Many conversations stressed that the center's programs must address concerns about isolation among seniors. Ted Martin commented that many of the seniors appreciated the telephone survey calls. Responses to the recent ice cream social emphasize ways the center's programs can address this issue. For example, residents of Mt, Vernon House (currently on lockdown) especially appreciated

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receiving their ice cream delivery. The Winchester Rotary volunteered to host a “pastry” social with sweets from La Patisserie for a drive-by event in October.

Rob noted that the Center’s website is very limited in part because it is not easily accessible. One improvement might be to put the Center’s calendar more notable on the website. Tom suggested we cooperate with other organizations, websites and act as a voice for seniors as part of our reports to town committees.

Influenza Inoculations – during the Summer, Tom sent a letter on behalf of the COA to the Board of Health asking their plans for the town’s upcoming flu shot program. Since the Jenks Center cannot be used as it has been in the past, they offered to cooperate with the Board of Health as they made alternate plans. Although Tom and Phillip had hoped to have a plan in place by September, the Board of Health has not responded to that letter. The Council discussed ways to become better informed about the Town’s flu shot plan, including Tom calling the Town Manager, the Select Board, and/or the Board of Health. The importance of pre-registration program like the one the schools currently use also was stressed. It was suggested that the COA van be used to provide transportation to the clinic for seniors. Tom and Phillip will share our concerns and coordinate with the Trust and WSA Board.

Voting Assistance – Jane, Margaret, and Joan noted that the Town Clerk did a fine job to assure mail-in voting worked smoothly in the September primary. The primary served as a dry-run for the November presidential election. They noted it is now possible to monitor each mail-in vote’s progress on-line.

Reopening the Jenks – Although the staff is eager to reopen the center, restriction limiting the number of occupants to 25 necessitate pre-registration for programs, health screenings, masks, distancing and frequent sanitizing have delayed a planned September 9 soft reopening. Despite the town’s low infection rate, the WSA board has been concerned for the safety of patrons and the center’s liability if someone is infected. The COA, WSA and the Trust will continue to develop a re-opening plan with detailed COVID safety protocols that can be implemented when a decision is made to re-open the Jenks.

Tax Reduction volunteer work program – Phillip noted that, since municipal buildings are closed and seniors are not able to enter public schools, many seniors cannot fulfill their tax compensation work requirements. He has asked the Town Manager and the Director of the Library for assistance finding suitable alternative plans, perhaps including pro-rating the requirements.

Strategic Pillars- Tom reported that the pillars seem to have stimulated the COA, WSA and the Trust to think creatively about how to work together to realize the Jenks Center Vision and Mission that they share. He commended Phillip for his leadership and coordination to make this happen.

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Standing Reports:

WSA – Rob reported that the person who has coordinated work on the Cummings grant is leaving the Center. He is searching for a replacement. Rob noted a routine audit of WSA finances is now in-progress.

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Transportation – Joan noted the committee met August 26. She welcomed Ted Martin to the committee. They are writing a policy for use of the van. Joan noted that an increased price of vouchers resulted in decreased use or could also be result of Covid-19. As of this month, use of van is now restricted to 4 people and a driver who distribute food, shop for 12 people in town, distribute medical equipment and take residents to medical appointments. The committee is looking for ways to re-engage riders and volunteer drivers.

Minuteman Senior Services – Margaret reported she attends their monthly meetings. Employees access the agency on a restricted basis, but serve clients remotely. Recent federal grants, gifts from local businesses and changes in service requirements have positively affected the agency's financials. Minuteman staff actively seeks ways to assist Winchester's residents.

Director's Report – Phillip has no additional comments.

The Next Council on Aging meeting, held by ZOOM, is scheduled to be October 14 at 9AM.

The Meeting adjourned at 10:26

Respectfully submitted,  
Margaret McIndoe

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COA BOARD MEMBER INTERESTS/ASSIGNMENTS

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- Transportation Subcommittee: Joan, Ted Martin
- Housing Partnership: Ted Martin
- TTAC: Jane Murray
- Nutritional Programming: Margy; Carol
- ESL and Citizenship Training: Wei
- Translation Services (newsletter; flu shot program; ITIN tax services): Wei
- Intergenerational Learning: Rebecca
- Health Services: Rebecca; Mike
- Library Liaison: Jane Murray
- Housing and Human Services Council: Rebecca
- Surveys: Everyone; Rebecca
- Faith Based Community Outreach: Margy
- Mt. Vernon House Support: Ted Lamson
- Fletcher Fund/ Winchester Community Fund Idea: Ted Martin and Ted Lamson

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October 06, 2020

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To: Winchester Council on Aging Board

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Fr: Phillip Beltz

TOWN CLERK

Re: Summary Board Report-COA Director- September 2020

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**Staff Development/Personnel:**

- COA staff continue presence at Jenks plus working from home.
- Staff Zoom meetings as necessary.

**Director Professional Development**

- Zoom meetings with regional COA directors.
- Participation with WSA and WSAT board meetings and two Collaborative meetings.
- With Collaborative members, development of "Jenks Reopening Requisites."

**Program and Administration:**

- With Board of Health, planning of Jenks flu clinics, primarily high dose clinic October 7<sup>th</sup>.
- With Nancy Polcari, development of October newsletter.
- Significant work to effectuate Cummings Foundation award and development of contracts and sole source forms. Schedule of Intergenerational "kick-off" meeting October 7<sup>th</sup> with non-profit community. ESL classes have begun with Winchester School of Chinese Culture.
- With staff, continuation of development of virtual programs.
- With Patti Santos, contact of last year senior work-off program participants to ascertain how many seeking opportunities this fiscal year. Memo to Dept. Heads to develop creative jobs for seniors.
- Continued as liaison with TPI principals for board training PowerPoint presentation.

**Community Outreach and Engagement:**

- Participated in Minuteman monthly regional COA outreach meeting.
- Interviewed by WHS student for impact of Covid-19 on Winchester seniors.
- With Tom Howley, finalized interviews with COA board members and development of work plan of board implementation.
- With COA staff, assisted with ice cream social drive by that drew over 120 seniors.
- Participated in Zoom call with Massachusetts Council on Aging's director of work program for tax reduction program to develop creative job placements.