

**West Suburban Veterans' Services District – April 3<sup>rd</sup>, 2017**

**Location: Wellesley Town Hall, Conference Room G**

**Present: Chris Coleman, Blythe Robinson, John Senchyshyn, and Donna VanderClock**

**Also present: Kate Fitzpatrick, Sarada Kalpee**

**Call to order: Meeting called to order at 3:36 p.m.**

**Business:**

**1. Citizen Speak**

None

**2. Minutes**

Upon a motion made by Mrs. Robinson and seconded by Mr. Senchyshyn the Board voted (4-0) to approve the minutes of the February 8<sup>th</sup>, 2017 meeting.

**3. FY 17 and FY 18 Budget Status**

Ms. Kalpee discussed the FY 17 administrative budget after meeting with the Wellesley Finance Director, to include health insurance costs being added back in for new Administrative Assistant position. In FY 16 Ms. Rose had an increase of \$5,183 due to her increased role in the Veterans' Department. However, this was rolled over in to the FY 17 budget in error and not used. Since it remained in the budget Ms. Kalpee requested an outreach budget for FY 18 which was approved by the board. The \$5,183 will partially be used for events and outreach as the Director was using her own finances to pay for Events. In the FY18 budget the funds have been reallocated for temporary staffing on an as needed basis when Ms. Kalpee needs coverage due to military training. Weston will also have an excess budget as they currently have no CH 115 clients.

**4. Director's Update**

Ms. Kalpee sent out letters to the veterans' and family members in the towns of Wayland and Wellesley which included an introduction to the Director and the Veteran Services Department as well as the Korean Ambassador for Peace Medal and the Welcome Home Bonus letter. This mailing has been well received and appointments have been constant. Letters have not been sent out to Needham or Weston because Ms. Kalpee is waiting to include information from the Council on Aging (COA). Ms. Kalpee discussed the plans to make November "Veterans' Month", involving the partnership with each COA in showing a different war movie each week on the day Ms. Kalpee is in the town. The Director was asked about her plans for Memorial Day. She stated her goal was to be in all 4 towns at some part of their Ceremony. Needham, Wayland and Weston celebrate Memorial Day on Monday, May 29<sup>th</sup>, while Wellesley always celebrates on May 30<sup>th</sup>, which this year is on Tuesday.

## **5. Old/New Business**

Discussion involved the response from state regarding the Department's application for recertification. State has allowed a 15-month window to allow working with two, rather than three, people. As WSVD's financial admin assistant, Ms. Rose will not be a full time district employee, but she will increase her workload with the department to assist Ms. Kalpee. The Board stated their concern was the ability of the Director to hand over work to the Administrative Assistant, enabling Ms. Kalpee to focus on the professional aspects of the Department.

At 4:13 p.m. the meeting was adjourned.