

MINUTES

July 1, 2014

Council on Aging Governance Committee

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Joan Butler, Nancy Goodwin and Carol Hamilton.

CALL TO ORDER: The meeting was called to order at 2:00 pm.

APPROVAL OF MINUTES: Marcy moved to approve the minutes of June 10, 2014. Joan seconded the motion. Motion passed unanimously.

DISCUSSION: The committee talked about the difference between a policy and a procedure. A procedure is a "how to guide" and a policy is about a philosophy or purpose. The committee was undecided about what should be policies and what should be considered procedures. The committee looked at drafts of the library procedure and evaluation procedure. Is there a policy format that exists? Carol will contact NCOA and Marcy will do some more research. Even though our policies have been formatted Marcy felt that there were inconsistencies with the policies. We could review them again or wait until the review period. A policy should state the purpose at the beginning, such as our transportation policy. The committee discussed whether procedures should be kept separately or with policies. They could also be combined into one document that incorporated both. Marcy suggested that Evaluation is a major piece of the way we do business and should be a policy. She also suggested using bullet points and breaking down the sections. We will work on this for next time.

Nancy displayed the latest evacuation floor plan. It was in red and green with exits, room locations and doors highlighted. We can add instructions for evacuation on the bottom. We reviewed the evacuation plan. The committee suggested bullets and shortening the wording. We must be definitive on what people are supposed to do in case of evacuation. We have to establish a meeting place and mention this in the policy. We reviewed the fire department's recommendation and it was in the parking lot far enough away from the building. The bridge was another area the committee thought might work. The evacuation has to be reworked. Nancy will revise this for next time.

We discussed the COA Emergency Displacement Policy and Continuity of Operations. We intended to bring this forward at the June Board meeting but we will bring it up at the July meeting instead.

NEXT MEETING: The next meeting will take place on July 22, 2014 @ 2:00 PM.

ADJOURNMENT: The meeting was adjourned at 3:40 pm.

Respectfully Submitted,

Carol Hamilton, Director

Council on Aging

