

MINUTES

September 24, 2018

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Sheila Gagnon, Carol Hamilton, Fred Monaco, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:02 pm.

APPROVAL OF MINUTES: Bill moves to approve the minutes of February 5, 2018. Fred seconds the motion. Motion passes.

DISCUSSION: The Committee reviewed the Senior Center Building Usage Policy and the Building Application. On the "building application" only one slight change in the heading, take out the slash after the numbers 15 in the 4th line from the top. The revised date would have to change once the policy was approved. It was suggested that we format this policy like the other policies that we have recently worked on. Put the word purpose in bold and the paragraph will go beneath it. Take the words out "the purpose of the" in the first sentence under purpose. Take the word "information" out in the second sentence, second line. Before the # 1 add the heading "Policy" so that it is consistent with the format. In # 2 on the second line take out the word "written" and on the third line in # 2 put the word "Board" before the word COA. In the same section #2 take the very last sentence out. In # 4 under the policy section capitalize the words "Senior Center" and in # 5 in the first sentence do the same. In # 5 put the words "short term" after the word temporary and take out the word "shelter" in the first sentence. In this same #5 on the 3rd line change the title to "Emergency Management Director". At the end of this section put in parenthesis (see Emergency Reception Center M.O.U.) In # 6 capitalize the words "Senior Center" on the first line.

Then in the next section add the word "Procedures" to the title of Senior Center Building Rules and Regulations. This is consistent with previous formats. In #4 at the very end add (see Standards of Independence and Behavior). In # 5 take out the word written in the first line. In # 10 add on the first line "Town of Marshfield Policies" before the Marshfield COA. Add the word Board after the word COA.

The Committee discussed the MOU for the Emergency Reception Center. Carol will look for the latest version as it is not in the policy book. The Committee felt that it would be prudent to talk with the T.A. and Emergency Management Director in advance of the winter. The schools should be included too. The Committee felt that we should discuss sheltering and the policy that we currently have in place. It was the consensus of the committee to bring the revised building application and building policy before the COA Board for a 30 day review before they voted.

VOTES: Votes were on meeting Minutes only.

NEXT MEETING: There was no new meeting date scheduled at this time.

ADJOURNMENT: The meeting was adjourned at 11:25 AM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging