

MINUTES

May 13, 2019

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Carol Hamilton, Maureen Saunders, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

APPROVAL OF MINUTES: Bill moves to approve the minutes of April 1, 2019. Maureen seconds the motion. Motion passes.

DISCUSSION: The policies below were reviewed and some changes were made in preparation for the COA Board at the monthly meeting on May 15, 2019. They will be distributed to the full Board for a 30 day review. The policies will be voted on at the June meeting.

Confidentiality: The changes mad were as follows: In the third paragraph under the heading of "responsibility" take out the word "this" and insert the word "confidentiality" before the word policy.

Standards of Independence and Behavior: Under the second section titled "participation at the Senior Center" Capitalize the first word in the first sentences 1-6. Under the third sentence under the heading of weapons and violence, on the first line add the word "similar" before the word items. Under the last section entitled "Due Process for Participants" capitalize the beginning of each sentence 1-3.

Whistleblower Protection Policy: Under the section of purpose, on the first sentence take out the word "employees" and replace it with "staff members". Under the 2nd section entitled "Standards", on the first line take out the word employees and replace it with the word "staff" and add the words "or others" on the second line. Under the 6th section entitled "Procedure", on the last line put the word "Board" before the word chairperson and after the word chairperson put "or the Human Resource Manager for the town.

Inclement Weather Policy: Under the second section entitled "procedure" and on the second line after the words Senior Center add the words "and other town buildings independent of the schools". Under the same section but on the last line add the words "as needed".

Volunteer Driver Policy: Under the third section entitled Procedure and on the last line take out "and many other places as needed" and replace it with; "and other destinations as needed" Under the last section entitled "Limitations" it was suggested that we put each idea/sentence in bulleted form. Then add a new sentence at the end to read: "The Council on Aging reserves the right to discontinue the volunteer driver agreement with a volunteer, when deemed necessary".

VOTES: No votes taken except for the minutes.

NEXT MEETING: No meeting time was set.

ADJOURNMENT: The meeting was adjourned at 2:35 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging