

## **Minutes**

Council on Aging Board (COA) – Accreditation Committee  
Senior Center 230 Webster Street, Marshfield  
November 3, 2016

**ATTENDANCE:** Marcy Amore, Sheila Gagnon, Carol Hamilton and Barbara Van Houten

**CALL TO ORDER:** The meeting was called to order by Marcy Amore at 11:25 AM.

**DISCUSSION:** Approval of the Minutes August 24, 2016 meeting was moved by Sheila seconded by Barbara. They were approved as written by a vote of 3/0.

Marcy distributed a feedback summary of the Community Input Committee (CIC) which recently met to review the Program Development and Implementation Standard. The committee reviewed the feedback and comments from the CIC. Marcy summarized several handouts that were given to the group. All of the documents were mailed out a week prior to the meeting and all participants were prepared. Marcy gave an orientation to the members about the origin of Senior Centers and the Accreditation process. Marcy proceeded to explain the standard to the CIC. Marcy and Barbara remained in the room with the CIC to answer any questions. This was very helpful to the CIC. The meeting went very smoothly and the entire CIC was impressed with the number and the variety of programs and services available. Marcy also summarized the individual responses to the worksheets.

A game plan was discussed as to how to accomplish the remaining standards. Evaluation is the current standard which is proving to be challenging and time consuming. It might be prudent to skip evaluation for the time being. Marcy will continue to work on evaluation and she intends to produce a program study that demonstrates an outcome measure. Marcy plans to work with the "Calories in Calories Out Class" to accomplish this. The next three standards are Facilities, Fiscal Management and Reports and Records. Marcy distributed a summary sheet of all the standards which also listed each document required for that standard. Marcy may not be available for a period of time and we may have to plan the work load differently. Should the accreditation committee look into getting an extension? If this isn't possible we may have to reapply. One possible strategy would be to tackle the last 3 standards first and collect the required documents. Carol will start collecting the documents and separate them into folders. The CIC's meetings could follow this preliminary work even though we have previously worked on one standard from start to finish.

**NEXT MEETING:** The next meeting will be scheduled as needed.

**ADJOURNMENT:** A motion to adjourn was made by Sheila and seconded by Barbara. The vote to adjourn was 3/0 in favor. The meeting was adjourned at 12:30 AM.

Respectfully submitted,  
Carol Hamilton, Director Council on Aging