

Minutes

Council on Aging Board (COA) – Accreditation Committee
Senior Center 230 Webster Street, Marshfield
May 11, 2016

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

CALL TO ORDER: The meeting was called to order by Marcy Amore at 1:04 PM.

DISCUSSION: Approval of the Minutes of the April 1, 2016 meeting was moved by Sheila seconded by Bill; they were approved as written by a vote of 4/0.

Marcy distributed a feedback summary of Community Input Committee which met on April 27 and reviewed our Governance section... The committee reviewed the feedback and comments.

Boosters By-Laws need a date – Will pass along to the Boosters

Remote Participation Policy needs a date – Will inquire of Selectmen the date.

Who certifies the Service Provider certification – The State of Massachusetts Department of Licensure?

Annual report is “sloppy” – This is a format that has been used for many years. It contains extensive statistical information from our Annual State Report , which can be cumbersome to read.

Open Door Policy should be documented – It is well known and practiced, no need to document.

By-Laws should contain a section on amending documents – The committee felt the process was clear.

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

ADJOURNMENT: A motion to adjourn was made by Bill and seconded by Barbara. The vote to adjourn was 4/0 in favor. The meeting was adjourned at 1:55 PM.

Respectfully submitted,
William Scott, Committee Secretary