

Minutes

Council on Aging Board (COA) – Accreditation Committee
Senior Center 230 Webster Street, Marshfield
April 1, 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 10:39 AM.

DISCUSSION: Approval of the Minutes of the December 11, 2014 meeting was moved by Sheila seconded by Barbara; they were approved as written by a vote of 4/0.

Marcy distributed a summary of the Document Checklist which is the notebook submitted for accreditation, and we discussed the status of each item. Items in the handout not mentioned below are considered complete or nearly complete.

Senior Center Description and Process.

3. Carol will write up the "Senior Center Description Section".
4. Marcy will write up the "Senior Center's Self-Assessment Process"

Community Connections

Katherine T. presently collects all of the newspaper articles in a notebook. We will have to find another staff member to do this, as Katherine will be leaving her position. Karen B. collects all the flyers from program offerings. Carol will ask both staff members; Donna W. and Karen B. to print out sample press releases or publicity releases to Marcy for this section of the accreditation standard.

Governance

Carol has created a current list of activities and services requiring certificates or inspections and will update the list before the accreditation review. The committee thought it would be a good idea to tab the pages that may need updating for the final submission and review.

Administration and Human Resources

Carol is working on the resume of the center administrator. We have current job descriptions available for paid positions which we will collect and give to Marcy. The Project Coordinator has job descriptions for the volunteer positions which we will also give to Marcy. Final touches are being added to the volunteer manual.

Program Development and Implementation- This section is complex in terms of what is required. We may need a bit more time to discuss how to best demonstrate this section.

Evaluation

Bill and the Evaluation sub-committee will be responsible for all items in this section.

Fiscal and Asset Responsibility

Carol will secure a copy of the town audit and a certificate of insurance from town hall along with other financial reports.

Records and Reports

Carol will ask Beverly to identify the appropriate reports in ServTracker" in order to create monthly or quarterly reports on COA programs and services. Carol will gather annual reports from EOEA for two recent years. She will

also gather: Tax forms, liability releases, SHINE, Fuel Assistance and Volunteer forms for the "Participant" forms requirements.

Facility and Operations

Bill will photograph the Senior Center and Signage. Carol will discuss obtaining or developing a maintenance schedule with the Facilities Manager.

The Community Input Committee will meet on April 27 to review the Governance section.

NEXT MEETING: The next meeting will be May 11 at 1:00PM

ADJOURNMENT: A motion to adjourn was made by Sheila and seconded by Barbara. The vote to adjourn was 4/0 in favor. The meeting was adjourned at 11:44 PM.

Respectfully submitted,
William Scott, Committee Secretary