

MINUTES

November 3, 2016 Council on Aging Governance Committee
Senior Center
230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Joan Butler, Sheila Gagnon, Carol Hamilton, and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 10:10 am.

APPROVAL OF MINUTES: Joan moves to approve the minutes of October 5, 2016. Barbara seconds. Motion passes. Vote unanimous.

DISCUSSION: The Committee reviewed the Electronic Equipment policy and did some minor revisions on the previously revised transportation policy.

The Electronic Equipment Policy was reviewed first. All the corrections were in blue for the committee to check. The adoption date and revision dates were reformatted. There was a new purpose added that read "To provide patrons with guidelines and parameters for use of all Council on Aging (COA) electronic equipment at the Senior Center". Underneath this section a policy section was added and the previous wording was put under this. The formal words of "Council on Aging" were changed to COA throughout the document. Under the services provided a numbered list was provided instead of in a narrative. The punctuation was taken out after each line. A few more services were added such as; the monthly computer club, the annual technology fair and formal computer classes. Capitalize the word playing in # 3. Under the general guidelines section make # 1 a header and take the # 1 out. Use the lower case in the word library and refer to it as the "library" instead of the library media room. Under the "personal electronic use" we added the phrase "personal devices". Some of the general guideline language was repetitive and needed to be cleaned up. In the last section of "personal electronic use" rephrase the last sentence to read; "equipment may not be removed from the Senior Center unless there is a written and signed request prior to permission being given by the director.

The transportation policy had been previously worked on but it was felt that the committee should take another look at the policy before the final approval of the board. The policy section was reworded: To provide guidance and procedures to staff, volunteers, and passengers regarding utilization of the transportation services and programs offered by the Council on Aging. The word "is" was removed from the beginning of the sentence. Put a period at the end of this sentence. Under the purpose section the volunteer transportation programs were also inserted. The wording of the cancellation procedure was reworded to include the Project Coordinator for Volunteers and the Board of Selectmen. The committee also replaced the words "Council on Aging" with "COA" throughout this policy. Under the van donation policy the amount of \$1.25 per GATRA was added. Under the eligibility section the word "social worker" was replaced with the words "staff person". At the top of the third page in the second section change the wording from dialysis patients to "patients with medically necessary appointments such as dialysis patients must have back up. Under the weapons section take the punctuation mark out at the end of the first line. We also added the words "illegal drugs" to the list of weapons. On the last page this section was consolidated and reworked a bit and the word "show" on the third line should be changed to "should". Under the denial of service in #3 add the words "for the riders". Under policy implementation the wording

was simplified and second sentence removed. The sentence reads: "The COA Board delegated the implementation of this policy to the COA Director or his/her designee".

VOTES: The Governance Committee voted to present and recommend the 2 amended policies (Electronic Equipment, and Passenger Transportation) to the full COA Board for a 30 day review at the November Board meeting. Joan makes the motion, Barbara seconds the motion. Motion passes unanimously.

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

ADJOURNMENT: The meeting was adjourned at 11:15 AM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging