

## **MINUTES**

October 5, 2016 Council on Aging Governance Committee  
Senior Center  
230 Webster St., Marshfield, Ma 02050

### **ATTENDANCE:**

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

**CALL TO ORDER:** The meeting was called to order at 2:15 pm.

**APPROVAL OF MINUTES:** Bill moves to approve the minutes of July 26, 2016. Joan seconds. Motion passes. Vote unanimous.

**DISCUSSION:** The Committee discussed getting prepared for the August and September Board meetings to present the revised policies to the Board as quickly as possible.

The Committee was set to review the;

Volunteer Policy – Joan is assisting the committee to revise this policy and presented some changes to the committee at the get go in an attempt to format the policy similar to the other revised policies. Joan added a purpose at the top which read: “To set standards and procedures for the Marshfield Council on Aging (COA) Volunteers”. Then following this definition of a volunteer section. The next heading was simplified to read “COA Volunteer Rights and then underneath the phrase “Including the Right To”. The next section was entitled “Volunteer Responsibilities and underneath “Including the expectations to”. # 3 was taken out to follow direction from supervisor. Then the old # 4 was made into #3 with a few wording changes. The old # 5 beginning wording was omitted “to make certain that one follows the current standards of independence and behavior” the new # 5 reads to follow all COA and Town Policies”. The new #7 becomes # 5 “to be dependable cooperative flexible and accountable”. # 8 becomes #6 to contribute constructively to the resolution of problems and conflicts”. The old # 9 becomes # 7 regarding “respect, equal opportunity and fair treatment” The old # 10 on confidentiality is now #8. #12 becomes #9 with respect to keeping the lines of communication open and reporting of abuse. #11 becomes # 13 regarding solicitation. #14 becomes #10 with regard to sexual harassment. # 16 becomes # 12 for signing the volunteer addendum. # 15 becomes # 11 with regard to safety procedures. Under the due process Joan eliminated the words steps 1-3 with a few word changes in that section. The committee also had some corrections. In the section definition of a volunteer; on the 6<sup>th</sup> line down change the words criminal investigations in parenthesis to: “record information” instead. Under the volunteer rights section we took out the words “to” that started all of the sentences. And the second heading was corrected to read “Including the following rights” instead of “including the right to”. Under the volunteer responsibilities section change the second line to “Including the following expectations”. Finally in this same section, in # 13 add the phrase “promote political candidates”.

The Volunteer Driver Policy – The format was changed by Joan and a purpose was added. Joan suggested that it read: The COA provides volunteer transportation for seniors. It provides assistance to those that no longer drive and helps them to remain independent. We revised it to say; the purpose of the policy is to establish policies and procedures for the certified volunteer drivers. Under the procedure, take out the last sentence “how to request volunteer transportation. Under the limitations section move the fifth sentence up a line. On the next to the last line under the limitations section cross out the word done and add the word “scheduled”. It was also suggested to reword the last sentence to read; Patients having critical appointments such as dialysis should have a backup plan to the volunteer transportation program.

The Volunteer Driver Agreement - Joan made some slight formatting changes to this policy. She combined 2 and 3. In the third section language was added about the reasons for certification and concern for safety.

The Passenger Transportation Policy – Joan assisted in amending this policy for the committee to review. Joan simplified the purpose to read; to provide basic transportation to elders in our community age sixty and over allowing them to remain independent and mobile. A policy section was then added which was from the old purpose section. Joan also added a section about the possibility of the volunteer drivers not being available during inclement weather. The van bus donation policy was changed to funding and donations. The wording was changed substantially and will be reviewed. Van and bus schedules section was taken out.

The committee reviewed this revision and under “purpose” and took out the word elders and added in the word “residents” and the “disabled”. Under policy in the second line add the word buses and on the third line put that if the schools are cancelled that the buses “may not run” rather than “will not run”. Under the same policy section add the word transportation on the last line after the word volunteer. Under the eligibility section add the word “disabled”. Under eligibility second line from the bottom take out the word social worker and add the word “staff person”. On the second page of this policy add the word drugs to the weapons section. In the last section under policy administration. Simplify the sentence to read: The Council on Aging Board delegates the implementation of the policy to the Director or her designee.

The Gift Shop Policy was amended by Joan. The committee took reviewed the changes. Under the Gift shop policy the purpose was simplified to say “the gift shop helps to support the Council on Aging programs and activities. Joan was asking for more input. The committee changed the purpose to read: To establish procedures that govern the operation of the Council on Aging Gift shop. Fix the spelling on the word management in the next section. Joan relocated the procedures section. A section for maintenance was added. . The reference to layaways was taken out. There were some minor formatting changes and words in the donations sections. The procedures will be a separate attachment and will be used to guide the volunteers.

**NEXT MEETING:** The next meeting was scheduled for October 12, 2016 @ 2:30.

**ADJOURNMENT:** The meeting was adjourned at 3:50 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging