

MINUTES

July 26, 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 1:20 pm.

APPROVAL OF MINUTES: Bill moves to approve the minutes of June 7, 2016. Joan seconds. Motion passes.

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. Barbara reviewed the Gift, Electronic Equipment, and Inclement Weather Policies. Sheila reviewed the Standards of Independence, Emergency Displacement and Emergency Reception Center. Joan reviewed the Pet policy, the Whistleblower Policy and the Confidentiality Policy. Bill reviewed the smoking policy, volunteer policy, passenger transportation policy and emergency reception policy.

There were some changes recommended for some of the policies.

Smoking Policy – The committee reviewed a draft “purpose section” and agreed to add it at the beginning of the policy; “To maintain a healthy, smoke free environment for the Marshfield Senior Center Participants”. This will standardize it with the other COA policies.

Gift Account Policy – A “purpose section” was added and agreed upon; to account for donations made to the Marshfield Council on Aging by individuals and organizations. The numbering was taken out of the format. A procedure section was added: The Council on Aging maintains a specific account, the GIFT ACCOUNT, into which donations are placed by individuals and organizations. It can be in the form of cash, gifts, memorial wishes, sponsorships and/or grants. In # 2 we changed the wording as the Director sees fit to “at the Director’s discretion”. We eliminated some of #3 with reference to listing special projects such as the drama club. We also added an apostrophe (s) to the COA in #3.

Standards of Independence and Behavior Policy – The committee added a purpose “To ensure that Council on Aging participants are safe and comfortable when visiting the Marshfield Senior Center.” Under rights and responsibilities and in the second section the paragraph wording was changed around to read: If such conduct continues future privileges may be suspended. The length of suspension will be determined by the COA Director on a case by case basis. In the event that a participant abuses or continues to abuse the foregoing policy, the COA Director will notify the violator of the policy by certified mail, return receipt requested. Under the due process, under step 2 add “and or the caregiver” following the word “participant”.

Inclement Weather Policy – A purpose section was added at the beginning to read: “To notify residents and participants about weather related delays or closings of the Marshfield Senior Center.” We took out the 4th section of the policy relating to the types of appointments that may be excluded from the Volunteer Driver Program and will instead list it under a more relevant policy. We also changed the last section and took out the words “made on” and

put the word “sent to” instead. We also took out the list of specific contacts such as radio, greater Boston area TV and local cable access out and instead replaced it with “in other media outlets as they become available”.

Whistleblower Protection Policy – The committee agreed that added the purpose would standardize the policy with the format of other COA policies. The purpose section reads: “To encourage and enable employees and other to discuss serious concerns internally, including violations of the Council’s Code of Ethics or suspected violations of law or regulations that govern Council on Aging operations. We took the 1st introductory section of the old policy and put it under the second heading labeled “standards”. It reads: The Marshfield Council on Aging requires that board members, employees and volunteers observe high standards of personal and organizational ethics in the conduct of their duties and responsibilities. As employees and representatives of the Council on Aging, they must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Confidentiality Policy – The purpose was streamlined from the old version to read: “To establish guidelines for all Council on Aging (COA) board members, staff and volunteers to respect the personal and financial privacy of COA clients. The remainder of the original section was put under the heading of “confidentiality” in the second section.

NEXT MEETING: The next meeting was not scheduled as we will wait until after the Board meeting.

ADJOURNMENT: The meeting was adjourned at 3:20 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging