

MINUTES

May 3, 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.

GUEST: Marcy Amore

CALL TO ORDER: The meeting was called to order at 1:10 pm.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of March 3, 2016 and Barbara seconds. Joan abstains. Motion passes.

DISCUSSION: The committee met for the purpose of reviewing the newly revised Governance Policy. Marcy came to the meeting to present the latest version of the document and to get feedback from the Committee members.

It was suggested that the # of each article be combine with the title of each article. In article 1, on the fifth line down take out the words "on aging" following the word "planning". In article 3, use a lower case "l" in the last line for the word "local". Change the word business to a plural on the same line. In article IV, put the word "and" after the word "retirement" on the third line down. After healthy behavior add the phrase "through increased socialization". In the same article on the top of page 2 make the word "service" plural to read "services". Put the words "and isolation" after the word "disability" on the first line of the same section. There was discussion about Article 5 and letter B titled membership. Who determines the membership # of the Board? It refers to special town meeting but Sheila will check this out to see what the state regulations are. If the COA was established in 1957, what happened between that date and 1986 when a nine-member board was appointed? What about the length of terms? How was that established? In letter C, in the last sentence put a period after the word subcommittees and take the rest of the language out.

Under Article V and letter E, on Emeritus Status a discussion took place by the committee members about #2 in section E. This seemed to be confusing as the committee meetings and board meetings are public meetings. A second point was that unless a person is assigned to a sub-committee they cannot officially vote. If a person from the community is chosen to serve on a committee, they would either be a board member or a registered volunteer. In this way they are then subject to completing the ethics requirements for the grouping that they are in. The committee decided to delete #2 entirely.

In Article # VI in letter A, at the end of the first sentence add; the exception would be with the position of the secretary. In letter B make all references to the phrase "Town Clerk's Office" to Town Clerk. In article VII, letter A and #3 take out Old Colony Elder Services. The BOS appoint the liaison to OCES. On Article VIII, letter C, take out the first sentence entirely. At the end add "Refrain from speaking on behalf of the COA unless delegated by the Director or the COA Chair".

In article IX, and in letter B, in the last sentence, put the "m" in meeting from capital to lower case. Put a period after the word meeting and delete the rest of the sentence after that. In the same section, 4 lines down, after the word designee, add; 'after which the Director will e-mail to the Town Clerk for posting".

In this same section, under the rules of conduct, Sheila will check the MGL and the numbers and reference to the laws throughout the document and get back to Marcy. Under this same section take out the word "the" before the word Marshfield in the second sentence.

Under Article X, and letter C, we were not sure where the reference to the "Massachusetts Fair Information Practices Act" came from and wondered whether it should be in the policy. The committee discussed the fact that we do have a confidentiality policy in place and therefore, there was no need for the reference. In section XI, #4 under the grounds committee, take out the word "and" on the third line take out the comma after the word volunteers. Under the evaluation committee in #2, take out the double period at the end of the sentence. Under the Governance Committee and on the fifth line down put a space between the word adopted and at. Take the period out in the title of governance committee section 5. Take out the double period in #7 on the second line. In #9 under the marketing and outreach committee take out the word "about" on the first line.

Marcy will make these corrections and get it back to the committee.

The Governance Committee also talked about the table of contents and decided to ask Barbara to create a spread sheet or amend the old one to include 3 columns with adoption date, revised date, and reviewed date. This can go in the front of the book and will go to all Board members. It will be an easy reference when we are reviewing policies to see if they need updating.

NEXT MEETING: The next meeting was scheduled for June 7, 2016 @ 1:00 pm.

ADJOURNMENT: The meeting was adjourned at 2:52 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging