

MINUTES

Council on Aging Governance Committee

April 14, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Joan Butler, Nancy Goodwin Carol Hamilton and Bill Scott.

CALL TO ORDER: The meeting was called to order at 1:33 pm.

APPROVAL OF MINUTES: Marcy makes a motion to approve the minutes of March 11, 2015 and Joan seconds the motion. Bill abstains. Motion passes.

DISCUSSION: The first draft for a memorial policy was handed out for the committee to discuss and edit. Take out the word "decision making" under the first line under purpose. Replace the word "that" with the word "who" on the second line. Under policy take out the word "in general" and start the sentence with a capital "T" in the word "the". The words could read in fairness we do not single individuals for memorial remembrance. We should make mention of the opportunities for memorial gifts such as the bricks or benches and perhaps start out that way. We could also include memorial donations to the gift account that would be published in the Link. Should we mention cash donations or put it under the gift account policy? The wording could be, The COA remembers and honors individuals with our memorial brick and bench program in lieu pictures or plaques inside the Senior Center. Carol will revise this for the next meeting.

Marcy redrafted the Information and Referral Policy. The committee reviewed and commented. Change the word "services" to the word "Affairs" on the last line under the heading of policy. Put the words "by request" on the second line under mailings when referring to the Link. Get the name of our face book page so that we can refer to it. Under the community connections add Triad and the congregate lunch program. In the section that talks about; if problems arise, change the contact person to the "Meal Site Manager" instead of the Social Service Worker. Should we include a phrase about confidentiality? Perhaps the best place to put this is under the Social Service section.

The Group also discussed adding the review date to each policy. This would create paper. It is better to put in on the index. The chairman of the committee will keep track of these dates. Nancy will bring a revised list of policies to the COA Board meeting tomorrow.

Marcy developed a cover sheet for the Sexual Harassment Policy We reviewed it. We suggested under policy that we change the title from Town Manager to Town Administrator.

The Fire and Safety Policy was discussed. The Board needs to vote on it at the next Board meeting. The policy was distributed to the Board a couple of months ago, therefore a thirty day review is not necessary. Marcy will bring copies of the Fire and Safety Policy to the Board tomorrow.

At the next meeting the Governance Committee will review the revised Memorial Policy, the I and R policy and the Sexual Harassment Policy Cover.

We will also review the list of policies to see if we have covered everything and to determine if any need to be reviewed. We also need to write a cash handling policy which we should cover in a future meeting.

NEXT MEETING: The next meeting will be held on Tuesday, May 19, 2015 @ 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 3:00 PM.

Respectfully Submitted,

Carol Hamilton, Director
Council on Aging