

MINUTES

March 17, 2022 @ 1:00 pm

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Sheila Gagnon, Carol Hamilton, Fred Monaco, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

APPROVAL OF MINUTES: Fred moves to approve the minutes of. June 22, 2021. Barbara seconds the motion. The Motion passes unanimously.

DISCUSSION:

The main policy. We noticed in the attachments that we have to update the organizational chart. Board member biographies are out of date. Evacuation plan needs to be updated.

Main Governance Policy

On the first page and first paragraph take out the wording on the last line that says "over 60 years old and put "age 60 or older". On page 2 under membership we need to add that by vote of the COA and the Board of Selectmen in 2021 there was an agreement to reduce the minimum # to 7 through attrition. In this same section, we also need to eliminate the phrase with the terms of 3 members expiring each year to read "with three year staggered terms. Under page 4, and under the section labeled quorum and voting instead of saying that it requires 5 members replace this sentence with the phrase "a majority of the current # of Board members" On page 6 take out the following committees that no longer exist; Grounds, Project Development, Accreditation.

On the board member application form take out the committee in this spot too, Accreditation and Grounds.

Pet Policy

In the second paragraph and next to the last sentence "all animal excrement must immediately be collect and properly disposed of. Replace it with the sentence; "The owner or individual walker of the dog or animal is responsible for collection and proper disposal of the excrement.

Smoking Policy – no corrections

Standards of Independence

Under the section of weapons or violence the second paragraph put the word "and" between the words leave and possible.

Confidentiality Policy

Under the section labeled confidentiality and in the 9th line down put a period after disclosure. The committee also suggested putting the second after the word disclosure in bullet points so that it is easier to read. One member also mentioned that the Board should all sign this once the new form is available.

Whistleblower Protection

There were not changes to this policy.

NEXT MEETING: Next meeting was scheduled for April 26 at 10:00 am.

ADJOURNMENT: The meeting was adjourned at 2:40 p.m. Motion by Bill and seconded by Fred.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging