

## **MINUTES**

February 5, 2018

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 10:05 am.

**APPROVAL OF MINUTES:** Bill moves to approve the minutes of September 14, 2017. Fred seconds the motion. Motion passes.

**DISCUSSION:** The Committee reviewed the Fire Safety and Evacuation Policy, the Research Policy, the Information and Referral Policy, the Memorial Policy, the Sexual Harassment and Anti-Harassment Policy and the Check and Cash Handling & Supply Management Policy.

Fire Safety and Evacuation Policy: Under the purpose section change the word emergency to emergencies. Under procedures and then under the Fire Emergency section in the last sentence take out the words "or to put out the fire", and then add instead, without knowledge of operation. Under the Medical Emergency section put an apostrophe in the word mens (men's) on the second to last line. Under other disruptive events and under the suspicious behavior section and the last sentence take out the word "who will proceed with emergency procedures if necessary and the phrase "follow directions". Add the phrase "who will implement appropriate action". Put a bullet before the category of "shelter in place". In the same section, in the next to last line take out the phrase "push the panic button for cameras and" then on the last line take out the phrase "if possible". A suggestion was made to put a sticker on the radio to remind people to use during an emergency.

Research Policy: Under purpose take out the word feasible and add substitute it with "appropriate". Take out the plus sign before the word Massachusetts.

Information and Referral Policy: In the second bullet under procedures change the heading of "mailings" to Communication. Under the same section in the second sentence take out "it is mailed" and add is available by mail, on line, or at the Senior Center. Under the social media heading on the second line make the WWW lower case (www). On page two first section titled Marketing and Outreach activities Take out the beginning of the first sentence "The Board of Directors established" and start it with the word "the" "after the word committee add the words "was established". Under community connections last line put a small "p" for the word population. Under the heading of presentations in the same section add the phrase "and or staff". Further down on the 3<sup>rd</sup> line take out the words "local clergy" and replace it with "local community organizations. The committee also suggested that we add personal confidential consulting by I and R staff to assist seniors in meeting their needs."

Memorial Policy: The policy was okay but a space should be added between the title of the policy and the adopted date.

Sexual Harassment and Anti-Harassment Policy: The town of Marshfield had an anti-harassment policy as well as a sexual harassment policy. So the proposed amendment would add to the title "and Anti-Harassment Policy". Under purpose strike the word educate on the first line and replace with "inform", then

on the second line add the word “inappropriate” before the words sexual conduct and add “or harassing behavior” after that on the third line, add the word “the” before the words effect and out the words “a work” and just put “an”. On the second line up from the bottom add “the purpose is” and then take out the word “inform” and substitute it with “educate” and then on the last sentence take out the word “and to” and put in the word “that” and an “s” at the end of illustrate. Then add after the word sexual add “harassment and repeat the word harassment. Under the word policy take out “a workplace” and substitute with “an environment” and on the same line add the words “harassment and”. Continuing on the second line start with the phrase “When it is determined that there was” then on the third line add the words “human resource manager or”. Then under Procedure Section on the third line, add the word “both” after the word of, and take out the word “this” and change the word policy to “policies”. On the last line take out the phrase “as soon as possible after hire”. Add at the end that “COA employees will attend periodic training on sexual harassment and anti-harassment as deemed necessary by the town”. At the bottom add an asterisk and the phrase “Also refer to the COA Behavior Policy”.

Check and Cash Handling & Supply Management Policy: Add “Supply Management Policy” to the title of Check and Cash Handling”. Under the purpose section add the phrase “Secondly, to provide oversight of supply ordering and receiving”. Take out an extra period under the 4<sup>th</sup> bullet under the policy section. Add a whole new section labeled #5. The title will be “Supplies Management” and Supply and Purchasing Policy / Procedure. Then the new section will read; all ordering requests for supplies are made to the Director. All supplies that are needed for the COA are ordered by the Director or his /her designee. Supplies are ordered based on the need and availability of the budget. All town procurement rules are followed when ordering. Examples for supplies consist of office supplies and cleaning supplies which are typically ordered through registered vendors. Oftentimes for office supplies the town has a prior agreement with a vendor in a consortium. The purpose of this consortium is for greater purchasing power through discounting. Purchasing - Food is purchased with a Star Market Account Card by the Food and Events Coordinator or designated Staff. The sales slips are collected and checked for accuracy against the card’s monthly invoice. Purchasing may also be done by staff members with prior approval of the Director. The individual is then reimbursed once they submit receipts to the town. Verifying Delivery; When supplies are delivered it is required that a staff member check against the delivery slip for accuracy. If there are any discrepancies, the Director is notified and will rectify the situation. Invoices - Invoices are paid by the Director or his/her designee. All invoices are checked against the delivery slips for accuracy when applicable. All original invoices are submitted to the Town Accountant’s Office and checked for compliance. They are also copied and logged into a record book at the COA. Delivery slips are retained.

**VOTES:** The Governance Committee voted to present the amended Fire Safety and Evacuation Policy, the Research Policy, the Information and Referral Policy, the Memorial Policy, the Sexual Harassment and Anti-Harassment Policy and the Check and Cash Handling & Supply Management Policy to the full COA Board for a 30 day review at the February Board meeting. Bill moves and Barbara seconds the motion. Motion passes unanimously.

**NEXT MEETING:** There was no new meeting date scheduled at this time.

**ADJOURNMENT:** The meeting was adjourned at 11:25 AM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging

