

Minutes

February 6, 2019

Council on Aging Board (COA) – Accreditation Committee
Senior Center 230 Webster Street, Marshfield

ATTENDANCE: Marcy Amore, Sheila Gagnon, Carol Hamilton, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order by Marcy Amore at 10:32 am.

MINUTES: The minutes of the May 30, 2018 meeting were moved for approval by Sheila and seconded by Barbara. The minutes were approved unanimously.

DISCUSSION:

Marcy suggests that we apply for a three month extension to NCOA as Marcy feels we need that time to properly review the chapters and update the book before the submission. Carol will contact NCOA and request a three month extension. The current deadline is May 29, 2019. The purpose of the meeting today is to review the accreditation standard entitled "Records and Reports". This is the last standard that will come before the committee.

The Community Input Committee (CIC) met on September 26, 2018 from 1-3:00 pm. There were 6 participants and Marcy was the facilitator. The Committee was greeted by Marcy who gave an orientation on the history of senior centers and the NCOA/NISC's Accreditation Program. The committee was then introduced to the Records and Reports Standard where the group discussed the collection of documents and the information contained in their packet. The packet of documents included: the Records and Reports Standard, the Self-Assessment Workbook, the Director's Summary which is an overview of all reports and records, a membership application, a liability and medical release form, a photograph and publicity release form, an application for tax relief, a volunteer application, a SERV Tracker client intake form, a SHINE form, the town and the state annual reports, a quarterly financial report and the confidentiality policy.

CIC members had done their reading and asked pertinent questions and offered related information. Sheila Gagnon provided some information on the town's COA history. Several group members didn't realize that we routinely collected so much data and some realized for the first time how important it is to swipe despite back-up systems. The group went ahead and filled out the worksheets that were provided with responses. Questions included how statistical information was gathered, the # of times activities were offered, the # of times that individuals utilized the services and the number of different people. The worksheet also inquired how the statistical reports were used and how they are distributed. Additionally the group discussed how participant forms are used, and how confidentiality procedures are used to protect information. The final discussion was around how the policies and procedures manual was developed, distributed and kept up to date.

NEXT MEETING: A new accreditation meeting was not scheduled.

ADJOURNMENT: The meeting was adjourned at 11:10 am.

Respectfully submitted,

Carol Hamilton, Director Council on Aging