

## **MINUTES**

April 1, 2019

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 1:00 pm.

**APPROVAL OF MINUTES:** Bill moves to approve the minutes of February 25, 2019. Fred seconds the motion. Motion passes.

## **DISCUSSION:**

Main Governance Policy: On page 1 and in article II on the 7<sup>th</sup> line add the word “seniors” before the word population. Make sure we right justify this document and make it consistent with the others. On page 3 and under letter C #2 take out the old sentence and insert a new sentence to read “All minutes will be kept on file at the Town Clerk’s Office and the COA. In article VIII letter B insert the word “assigned” before the word subcommittee. On page 4, under section D for voting and quorum the Governance members were uncertain as to how to reword this section. We need to find out about whether or not a quorum is required for an emergency meeting. The governance committee will look into this. Under Article X, letter A the ethics test is to be taken every two years. The committee was not sure about the acknowledgment form and how often that is due compared with the test. We will confirm that it is annually. In letter B on the first line spell out the word “Marshfield” before the letters COA. The Board discussed the budget process and how it has changed recently. We felt that the COA Board should start looking at the budget late summer and discuss any changes that might be needed in light of the potential expansion. The Governance looked at the committee list and made some changes. Sheila advised that we keep the project development committee. In # 5 under the governance the last sentence should be added to at the end with “or his / her designee. We should omit the “events committee” in #3 and the transportation committee #8. In #9 we should add the word “technology” to the title of the Marketing and Outreach Committee.

For the attachments we should take out Board Member biographies and MGL, Rules for Executive Session. We should add; the Organizational Chart, the Board List, the Board of Selectmen Application, the Summary of the Conflict of Interest Laws, the COA Board Member Application and the Board member application procedure.

Board Member Application Procedure: Add a # 9 to read: Current Board Members who are up for reappointment should write a letter to the Board of Selectmen expressing their intent to be reappointed or not.

COA Board Member Application: We need to update the Committees on this application and we should move the section “Why do you want to become a board member” higher up so that it comes after the background and resume section.

Pet Policy: Under the interior and exterior section, omit the first line. Start it with According to Article 27, section 1 of the town bylaw animals are prohibited in (take out and around) the Council on Aging Senior Center except for registered service animals performing their duties. Keep the part about “they should be

restrained by a chain or leash. At the end of this add that it will be reported to the police as well as the animal control.

Smoke Policy: In the first line under the procedure change center to "Senior Center". In the second sentence also on the first line after the word smoke add use smokeless tobacco products or electronic smoking devices. At the end of this section, change the reference to the town policy to read ;( Division 6, Section 670).

**VOTES:** None except the minutes.

**NEXT MEETING:** Bill suggested we tackle the Standards of Independence, Confidentiality, Whistleblower, Inclement Weather and Volunteer Driver Policies which are up for review. The next meeting will be held on Monday, May 13, 2019 @ 1:00 pm.

**ADJOURNMENT:** The meeting was adjourned at 3:20 PM.

Respectfully Submitted,  
Carol Hamilton, Director Council on Aging