

MINUTES

December 11, 2019

Council on Aging Evaluation Committee

Senior Center 230 Webster St., Marshfield, MA 02050

ATTENDANCE: Marcy Amore, David Cheney, Marilee Comerford, Carol Hamilton, Maureen Saunders

CALLED TO ORDER: 10:08am

APPROVAL OF MINUTES: The minutes from September 5, 2019 Evaluation Committee were approved by vote of the committee. Maureen moved to accept and Marcy seconded. The motion passed unanimously.

DISCUSSION:

- Tracker reviewed
- Tracker now has numbered rows – the number needed to be embedded in the first column for formatting reasons.
- Consideration of tracker – for completed items. Disposition of completed items – left on working tracker versus saved in history of tracker. Group decision to remove completed items and to continue saving old trackers as history.
- Row 1 in Action column - bi-annual volunteer survey to be sent with updated question added. Action item #2 to be revised to target 2019 and status in progress. The committee would like to review results for volunteer survey that are in progress when they are completed.
- Volunteer survey will be amended with addition of questions “what are your three favorite things about your volunteer position” and “what are the three least favorite parts of your position” and “how can the COA support improvement to your experience”
- Row 2 needs to be updated and status converted to completed. Results of winter and spring LLL were reviewed. Fall LLL still pending.
- Row 3 in action columns – target dated Feb 2020 – get Annual Report and review categories of activities.
- Row 4 Review of Special Programs “as needed “ to be changed to add “as needed and available”
- Row 6 “completed and can be removed –
- Row 7 review OCES data if available
- Row 8 – add utilization data – if possible also include \$ saved
- Row 9 – add evaluation of Dementia and Age Friendly initiatives to current action plan – revisit UMass survey for potential action items
- Discussion about suggestions for improvements to congregate dining and gathering data about people who do not attend or attend infrequently and ways that the experience could be more welcoming begun and to be continued

NEXT MEETING: Wednesday, March 4 @ 9am

ADJOURNMENT: The meeting was adjourned at 11:45am.

Submitted by, Marilee Comerford, Activities Coordinator COA