

MINUTES

September 14, 2017

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: Sheila moves to approve the minutes of November 3, 2016. Barbara seconds. Motion passes.

DISCUSSION: The Committee reviewed the Library Policy and the Emergency Displacement and Cash Handling policy.

Cash Handling - In #1, bullet 1, take out "the stamp is located in the manager's office". In # 2 add the word "patrons". In #3, bullet 2, add "and stamp for deposit only." Then in the 4th bullet same section take out the reference to "schedule of departmental receipts and add "current municipal deposit form (Zobrio)" and then add the word "all" with authorized signature instead of the word "one". Change the last section to #4 instead of # 3. Take out the phrase "schedule of departmental receipts and add "current municipal deposit form (Zobrio)."

Library Policy - The policy was formatted and the purpose was shortened to read; "To ensure good condition and maximize circulation of materials in the Senior Center Library." A policy section was added as to what the Library would accept similar to the original section but shortened and omitted the section on discarded books. The reference to discarded books was added to the last section instead of the original place. A procedure heading section was added to conform to the new format and an explanation that referred to the way books are signed out and donated.

Displacement and Continuity Policy - Minor changes were made to the "Displacement and Continuity Policy" so that it was consistent with the new format. A purpose was added that reads; "To make preparations for the contingency of the Senior Center being uninhabitable." A policy section was added that mentions the command team make-up and changed wording to say that they will make preparations to determine a course of action and took out the word "exact". The next sections for notification and the command team remained consistent. Finally the third and fourth sections of the old version regarding a "temporary site" were combined as one section.

Evaluation Policy - The question arose about the need for having an evaluation plan and an evaluation policy. The Committee's consensus was important to have both documents. The benefit of having an evaluation policy was that it would always be kept with the other policies for a point of reference whereas a plan could be disregarded. The policy would be reviewed and would give guidance as to the purpose of evaluation. An evaluation policy would also dictate how often the evaluation plan had to be reviewed. This will be communicated to the COA Board.

VOTES: The Governance Committee voted to present the Library Policy and the Emergency Displacement Policy and Cash Handling policy to the full COA Board for a 30 day review at the September Board meeting. Fred moves and Bill 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