



TOWN OF CROMWELL
SENIOR CENTER & HUMAN SERVICES
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MINUTES
SELF ASSESSMENT SUB-COMMITTEE
December 15, 2008

PRESENT: Claire Hickey, Cathy Kelley, Madeline McDermott, Madeline Lowry, Theresa Fucini, David Beatman, Nicki Crawford, Fran Monnes, and Theresa Strong.

DISCUSSION:

The group began by approving the agenda and minutes from our last meeting on 11/24/08.

An Assessment Conclusion for our **5rd Standard – “Programming Planning”** was discussed and it was concluded by committee members that we are right on target for having documents needed and as many procedures in place for meeting accreditation for this standard, with the exception of adding intergenerational programming for seniors reading to children in the school system and expansion of caregiver/support referral resources available at the senior center.

Strategic Plan was again reviewed noting that with the concept of the evaluation standard, we will need to add a strategic goal of having 2-3 programs evaluated at an outcome-based measurement level per fiscal year, noting long-term effects. Some areas of possibility were exercise classes or transportation services.

A review of the 6th Standard – “Evaluation” was discussed noting that beyond the above strategic plan updates noted above that we also need to develop a policy/procedure guideline to be adopted by our Senior Services Advisory Board to address a process of program discontinuation/evaluation that incorporates not only internal evaluation on a regular basis but also instructor follow-up evaluation, pr if appropriate for the program and then a senior services advisory board review and decision outcome on the continuation of the specific program in question. This policy/procedure guideline will also be incorporated into our 5-year strategic plan.

Our next meeting will be held on Monday, January 26, 2009 at 11am in the senior center to discuss the 7th Standard – “Fiscal Management”

Respectfully Submitted,

Theresa F. Strong
Senior Center & Human Services Director