



**TOWN OF CROMWELL**  
**SENIOR CENTER & HUMAN SERVICES**  
TOWN HALL, 41 WEST STREET  
CROMWELL, CT 06416  
(860) 632-3447 FAX (860) 632-3446

---

**MINUTES**  
**SELF ASSESSMENT SUB-COMMITTEE**  
**October 27, 2008**

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

**DISCUSSION:**

The group began by approving the agenda and minutes from our last meeting. The only correction from last month's minutes was third (3<sup>rd</sup>) bulleted item should read, "We will plan an open-house recognition party to include the whole community **upon** obtaining National Accreditation."

An **Assessment Conclusion** for our 3<sup>rd</sup> **Standard – "Governance"** was discussed and it was concluded by committee members that we are right on target for having documents and procedures in place for meeting standard required for accreditation purposes under "Governance". Theresa also informed the committee that the Finance Director, Marianne Sylvester, had forwarded the organizational chart as promised.

**Strategic Plan** was again reviewed noting pertinent changes added due to our assessment of 3<sup>rd</sup> Standard-Governance.

A **review of the 4<sup>th</sup> Standard – Administration & Human Services** was discussed. Theresa commented that she had hoped the Town's Human Resource Director would have been able to attend, but unfortunately he was not available today. In looking at this standard, the committee made the following conclusions:

- Due to the fact that we are part of a municipality that has unions and contracts in place, some issues such as instituting regular performance evaluations or newly created job descriptions may not be possible, however there are areas such as developing policies and procedures guidelines for our volunteer program that will be possible. Theresa has already incorporated this need into our strategic plan and will formulate guidelines during this upcoming winter season. As far as the unapproachable employee issues, we will try to incorporate as many documents, job descriptions that we can.
- It was also brought up that we are lacking in our emergency procedures, specifically documented regular fire drills, and posting of emergency exits directions needing to be spelled out for staff, volunteers, and participants. Theresa will work with the fire department to address these concerns so that we are in compliance and will be able to be standard required for accreditation under this area.
- A few various suggestions were made when discussing staff shortages and how to accommodate our needs. Things mentioned where a possible intern program for graduation credits for high school, sharing of secretarial support from other town departments when needed.

Our next meeting will be held on Monday, November 24, 2008 at 11am in the senior center to discuss the 5<sup>th</sup> Standard – "Program Planning"

Respectfully Submitted,

---

Theresa F. Strong  
Senior Center & Human Services Director