



TOWN OF CROMWELL
SENIOR CENTER & HUMAN SERVICES
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MINUTES
SELF ASSESSMENT SUB-COMMITTEE
January 26, 2009

PRESENT: Mary Konopka, Bernadine Nelson, Claire Hickey, Cathy Kelley, Madeline McDermott, Madeline Lowry, David Beatman, Nicki Crawford, Marianne Sylvester, and Theresa Strong.

DISCUSSION:

The group began by approving the agenda and minutes from our last meeting on 12/15/08.

An Assessment Conclusion for our 6rd **Standard – “Evaluation-** a policy/procedure guideline will need to be developed and include in our strategic 5yr plan and also 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..

Strategic Plan – Theresa commented that as soon as we have finished reviewing the rest of the standards, she will provide a final updated draft of our 5-year strategic plan for the committee to review at the April 2009 meeting.

A review of the 7th Standard – “Fiscal Management”

It was a pleasure to have our Finance Director, Marianne Sylvester present to address concerns and comments regarding the standard “Fiscal Management”. Upon reviewing and discussing the different components required for accreditation standards, it was noted that because we are part of a municipality, we already our fortunate enough to have many provisions required for accreditation already in place. However, it was noted that the one area we need to address is having a better tracking statistically of our senior donation account, specifically showing both incoming funding as well as expenditures broken up into three (3) separate areas: (Friends/General Donations, Transportation, and Program). Theresa advised that this will be incorporated into our strategic plan as a goal and she will also begin tracking the donation account accordingly as of February 1, 2009.

Good and Welfare – Theresa advised members that the letter regarding charter revision to include the advisory board becoming a commission and the department having charter recognition was sent to First Selectman Jeremy Shingleton from the Senior Services Advisory Board recently.

Our next meeting will be held on Monday, February 23, 2009 at 11am in the senior center to discuss the 8th Standard – “Records and Reports”

Respectfully Submitted,

Theresa F. Strong
Senior Center & Human Services Director