

**Town of Somers
Advisory Committee for Seniors
Policies and Procedures Manual Subcommittee 1/16/19**

The meeting was called to order at 9:06 am. Attendees were Deanna Schuetz, Phyllis Gwilliam. Pat Bachetti, and Joan Sizer.

Minutes: Minutes of our 1/9/19 meeting were approved as written – motion by Phyllis, seconded by Pat, and all approved with Joan abstaining as she wasn't at that meeting.

Audience: None.

Health and Safety Section: A motion was made by Pat and seconded by Phyllis to approve the 7th draft as written. All approved. This section is subject to review as part of the following entire manual review.

Review of assembled draft of entire manual: Deanna provided members with a draft version of the entire manual (containing the latest draft of each section we had previously reviewed/approved). She also created a Table of Contents, the order of which sections to appear subject to our completion of the manual review. This review of the entire manual will help us to find any duplications, conflicts, etc. between sections and help ensure consistency of terms, etc. throughout the manual. As we began this process, we realized we needed to define in the front of the manual to whom this manual applies and define terms such as “participants” versus “visitors,” etc. We agreed to be consistent in itemizing statements within all section – example: 1, 2, 3, etc.

To enhance the manual cover, it was decided to add a picture of the Somers Senior Center building and to change the color of the manual title to blue. Page numbers within the drafted manual will need to be changed once we review the entire manual and finalize the order in which the sections will appear, etc. In addition to the page number at the bottom of each page, we agreed to show on each page the phrase “Adopted on” followed by the date the entire manual is approved. After the manual is officially approved, should any section need updating, the entire manual would need to be re-approved. Thus, the “adopted date” would change on all pages of the manual.

Based on the above, we began our review of the manual's content. Deanna will capture the changes we made today. We will continue the review of the manual at our next meeting following the guidelines to which we agreed today.

Future Meetings: Our next Policy and Procedure Subcommittee meeting will be Wed., Jan. 30, at 9am.

Adjournment: A motion was made by Joan, seconded by Pat, and all agreed to adjourn the meeting. The meeting adjourned at 10:40am.

Submitted by,

Joan I. Sizer