

Montgomery County Homemaker Home Health Aide Service, Inc. records

MC 77

Finding aid prepared by Center staff, updated by Bethany Myers.

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Summary Information

Repository	University of Pennsylvania: Barbara Bates Center for the Study of The History of Nursing
Creator	Montgomery County Homemaker Home Health Aide Service, Inc..
Title	Montgomery County Homemaker Home Health Aide Service, Inc. records
Call number	MC 77
Date [inclusive]	1967-1990
Extent	3.75 linear feet
Language	English
Abstract	This collection contains the records of the Montgomery County Homemaker Home Health Aide Service, Inc. Materials include board and committee records, administration files, files of programs and activities, and files of other organizations.

Cite as:

Montgomery County Homemaker Home Health Aide Service, Inc. records, Barbara Bates Center for The Study of The History of Nursing, University of Pennsylvania

Biography/History

The Montgomery County Homemaker Home Health Care Service, Inc. was established in 1967 with a mission to provide personal care and assistance to persons and families residing in the county whose well-being was threatened with disruption of the household by emergencies or illness. The agency provided homemaker-home health aides, trained and supervised, to do light housework, run errands, plan, prepare and serve meals, and care for children, the aged and the disabled. In 1990, the agency merged with and into the VNA Community Services, Inc.

Scope and Contents

The collection was donated by Marilyn Harris, who is in charge of both the VNA Community Services, Inc. and the Visiting Nurse Association of Eastern Montgomery County. After the Montgomery County Homemaker Home Health Aide Service, Inc. merged into the VNA-Community Service, Inc. in 1990, its records were donated to the Center for the Study of the History of Nursing. The collection consists of Board and committee records, administration files, files of programs and activities, and files of other organizations.

Administrative Information

University of Pennsylvania, Barbara Bates Center for the Study of The History of Nursing
Finding aid prepared by Center staff, updated by Bethany Myers.

Sponsor

This collection was processed with funds provided by the National Historical Publications and Records Commission as part of the Nursing History Processing and Cataloging Project.

Access Restrictions

This collection is unrestricted.

Use Restrictions

Copyright restrictions may apply. Please contact the Center with requests for copying and for authorization to publish, quote or reproduce the material.

Immediate Source of Acquisition note

Gift of Marilyn Harris, 1989.

Controlled Access Headings

CORPORATE NAME(S)

- Montgomery County Homemaker Home Health Aide Service, Inc..

FORM/GENRE(S)

- Administrative records
- Photographs
- Scrapbooks
- Slides (photographs)

GEOGRAPHIC NAME(S)

- Montgomery County (Pa.)

OCCUPATION(S)

- Public health nursing

SUBJECT(S)

- Community health nursing
- Visiting nurses

Collection Inventory

SERIES 1. INSTITUTIONAL AND BOARD RECORDS, 1969-1990.

Scope and Contents note

This series contains such formal documents as the agency's annual reports, minutes of its board of directors, and its mission statement. Also included is material of the agency's history.

	Box	Folder
History, 1981.	1	1
Mission statement, 1983.	1	2
Annual Reports, 1969-1989.	1	3

BOARD OF DIRECTORS.

MINUTES.

	Box	Folder
1984.	1	4
1985.	1	5
1987.	1	6
1988-1989.	1	7
1989-1990.	1	8

	Box	Folder
Lists of Board members, 1973-1990.	1	9
Attendance sheets, 1988-1990.	1	10

SERIES 2. COMMITTEE RECORDS, 1975-1990.

Scope and Contents note

Included in this series are records of all committees, beginning with the Executive Committee. Most of the records included here are minutes.

	Box	Folder
Executive Committee, minutes, 1978-1988.	1	1
Finance Committee, minutes with correspondence, 1976-1988.	1	2
House and Property Committee, minutes (meeting report), 1981-1987.	1	3
Membership Committee, minutes, 1975-1987.	1	4
Nominating Committee, minutes, 1976-1988.	1	5
Personnel Committee, minutes, 1976-1988.	2	6
Planning Committee, minutes, 1977-1987.	2	7
Professional Advisory Committee, minutes, 1977.	2	8
Public Relations Committee, minutes, 1976-1988.	2	9
Volunteers Committee, minutes, 1982-1986.	2	10

Ways and Means Committee, minutes, 1977-1988.	2	11
List of committee members, 1978-1990.	2	12

SERIES 3. ADMINISTRATION, 1967-1990.

Scope and Contents note

This series consists of files documenting all kinds of operational activities in the agency's administration. There are correspondence, budgets, a manual, a status review, job applications, etc.

	Box	Folder
Agency status review report to National Council, 1973.	2	1
Brochures, undated.	2	2

BUDGETS.

	Box	Folder
1967-1980.	2	3
1981-1990.	2	4
	Box	Folder
Century Club membership correspondence, 1982-1990.	2	5
Oversize Certificates, miscellaneous, 1972-1989.		4

CORRESPONDENCE.

	Box	Folder
General, 1989-1990.	2	6
Seeking support for annual report printing, 1990.	2	7
United Fund allocation, 1990.	2	8
Cost analysis by Stockton, Bates and company, 1970-1987.	2	9
Executive Director position applications, 1988.	2	10
Fee scales, 1969-1989.	2	11
Job applications from inactive health aide, 1990.	2	12
Long-term care services: testimony and reference material, 1987-1988.	2	13
Manual, 1987.	2	14
Membership certificate, undated.	2	15
Plan of merger with VNA-Community Services, Inc., 1990.	2	16
Volunteer service, monthly report, 1986.	2	17
Portrait photos, two, unidentified and undated.	2	18

SERIES 4. PROGRAMS AND ACTIVITIES, 1969-1989.

Scope and Contents note

Included in this series are records mainly of two subjects: anniversary celebrations and fund-raising projects.

	Box	Folder
Anniversary celebrations, 1969-1972.	2	1
10th anniversary celebration, 1977.	2	2
15th anniversary celebration, 1982.	3	3
20th anniversary celebration, 1986.	3	4
Fund-raising projects.		
	Box	Folder
Supper in the Country, 1972-1980.	3	5
Fashion show, 1984.	3	6
Brunch auction, 1985.	3	7
Lily Langtry show, 1987-1988.	3	8
Open house, 1989.	3	9
Board Challenge, correspondence, 1989.	3	10

SERIES 5. OTHER ORGANIZATIONS, 1972-1985.

Scope and Contents note

Included in this series are files of three national or regional agencies in the field of homemaker home health aide service.

NATIONAL COUNCIL FOR HOMEMAKER HOME HEALTH AIDE SERVICE, INC.

AGENCY STATUS REVIEW, CORRESPONDENCE.

	Box	Folder
1972-1975.	3	2
1976-1977.	3	3
	Box	Folder
Accreditation guidelines and procedures, 1977.	3	1
Directory of approved homemaker home health aide services, 1976-1977.	3	4
Regional meeting, program, 1972.	3	5
	Box	Folder
National Homecaring Council, correspondence, 1983-1985.	3	6
Southeastern Pennsylvania Homemaker Home Health Aide Association, membership certificate, undated.	3	7

SERIES 6. PHOTOGRAPHS, NEGATIVES AND SLIDES, 1970-1989.

Scope and Contents note

The visual material included in this series documents in great detail all aspects of the agency's homemaker home health aide service, its public relations, and its staff's professional activities. Also included are snapshots of miscellaneous social functions held by the agency. The photographs have been assorted into six folders. There are also 32 reprints (5 x 7) glued to hard card boards that had apparently been prepared for exhibit purposes. According to a list attached, the slides were originally assorted into 120 small groups by subject. There are altogether some 400 frames.

PHOTOGRAPHS.

	Box	Folder
Composites.	5	1
Meetings and activities.	5	2
Portraits and group pictures.	5	3
Public relations.	5	4
Services.	5	5
Social functions, miscellaneous.	5	6
Photographs glued to hard card boards, 32 pieces, mostly 5 x 7 inch.		5
Negatives (in one envelope).		5

SLIDES.

	Box
Slide presentation in 120 groups, circa 260 frames (in one iron box), 1970-1989.	7
Loose slides in plastic sheets, 2 plastic boxes, and one envelope.	7

SERIES 7. SCRAPBOOKS, 1967-1989.**Scope and Contents note**

The scrapbooks consist of two kinds: clients' letters and newsclippings.

	Box
Clients' letters.	6
Scrapbook 1, 1967-1982.	6
Scrapbook 2, 1982-1986.	6
Telecare and civilian volunteers (newsclippings and letters), 1980-1988.	6
Newsclippings.	6
Scrapbook 1, 1967-1972.	6
Scrapbook 2, 1972-1976.	6
Scrapbook 3, 1976-1983.	6
Scrapbook 4, 1983-1989.	6
1975-1989.	6

SERIES 8. ARTIFACTS.

Scope and Contents note

This series contains three items: a corporate seal press, four commemorative buttons, and a cassette sound-recording tape.

	Box
Cassette sound-recording tape.	7
Corporate seal press.	7

Four commemorative buttons.	7
1 iron box of slides (circa 260 frames).	7
