



Center for The Study of The History of Nursing

UNIVERSITY OF PENNSYLVANIA - SCHOOL OF NURSING - NURSING EDUCATION BUILDING - PHILADELPHIA, PA 19104-6096 - (215) 898-4502

Montgomery County Homemaker Home Health Aide Service, Inc.

Records, 1967-1990

MC 77

**Extent:**

3.75 linear feet

**Provenance:**

Marilyn Harris (donor, Executive Director of VNA of East Montgomery County)

**Access:**

This collection is unrestricted

**Citation:**

Montgomery County Homemaker Home Health Aide Service, Inc. Records, Center for the Study of the History of Nursing, University of Pennsylvania

**Sponsorship:**

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

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**Historical Sketch.** 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 aide, 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.

**Summary.** 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, and files of programs and activities and files of other organizations. There is high probability that the records of the VNA-Community Services, Inc. will be donated to the Center as well. When they come, they can be made as a separate collection.

**Series Description.** This collection has been arranged into eight series:

- Series I. Institutional and Board records, 1969-1990
- Series II. Committee records, 1975-1990
- Series III. Administration, 1967-1990
- Series IV. Programs and activities, 1969-1989
- Series V. Other organizations, 1972-1985
- Series VI. Photographs, negatives and slides, [1970-1989]
- Series VII. Scrapbooks (newsclippings), 1967-1989
- Series VIII. Artifacts

Series I. Institutional and Board records. 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.

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

Series III. Administration. 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.

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

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

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Series VI. Photographs, negatives and slides. 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.

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

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

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**Series I. Institutional and Board records, 1969-1990**

Box 1

- f.1 History 1981
- f.2 Mission statement, 1983
- f.3 Annual Reports, 1969-1989
- Board of Directors
- Minutes
- f.4 1984
- f.5 1985
- f.6 1987
- f.7 1988-1989
- f.8 1989-1990
- f.9 Lists of Board members, 1973-1990
- f.10 Attendance sheets, 1988-1990

**Series II. Committee records, 1975-1990**

- f.1 Executive Committee, minutes, 1978-1988
- f.2 Finance Committee, minutes with correspondence, 1976-1988
- f.3 House and Property Committee, minutes (meeting report), 1981-1987
- f.4 Membership Committee, minutes, 1975-1987
- f.5 Nominating Committee, minutes, 1976-1988

Box 2

- f.6 Personnel Committee, minutes, 1976-1988
- f.7 Planning Committee, minutes, 1977-1987

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**Series II. Committee records, 1975-1990, cont.**

- f.8 Professional Advisory Committee, minutes, 1977
- f.9 Public Relations Committee, minutes, 1976-1988
- f.10 Volunteers Committee, minutes, 1982-1986
- f.11 Ways and Means Committee, minutes, 1977-1988
- f.12 List of committee members, 1978-1990

**Series III. Administration, 1967-1990**

- f.1 Agency status review report to National Council, 1973
- f.2 Brochures, undated
- Budgets
  - f.3 1967-1980
  - f.4 1981-1990
- f.5 Century Club membership correspondence, 1982-1990
- Oversize Certificates, miscellaneous, 1972-1989
- Correspondence
  - f.6 General, 1989-1990
  - f.7 Seeking support for annual report printing, 1990
  - f.8 United Fund allocation, 1990
  - f.9 Cost analysis by Stockton, Bates and company, 1970-1987
  - f.10 Executive Director position applications, 1988
  - f.11 Fee scales, 1969-1989
  - f.12 Job applications from inactive health aide, 1990
  - f.13 Long-term care services: testimony and reference material, 1987-1988
  - f.14 Manual, [1987]
  - f.15 Membership certificate, undated
  - f.16 Plan of merger with VNA-Community Services, Inc., 1990
  - f.17 Volunteer service, monthly report, 1986
  - f.18 Portrait photos, two, unidentified and undated

**Series IV. Programs and activities, 1969-1989**

- f.1 Anniversary celebrations, 1969-1972
- f.2 10th anniversary celebration, 1977

**Box 3**

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

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**Series V. Other Organizations, 1972-1985**

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

**Series VI. Photographs, negatives and slides, [1970-1989]**

Box 5

Photographs

- f.1 Composites
  - f.2 Meetings and activities
  - f.3 Portraits and group pictures
  - f.4 Public relations
  - f.5 Services
  - f.6 Social functions, miscellaneous
- Photographs glued to hard card boards  
32 pieces, mostly 5 x 7 inch

Negatives (in one envelop)

Slides

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

**Series VII. Scrapbooks, 1967-1989**

Box 6

Clients' letters

- Scrapbook 1 1967-1982
- Scrapbook 2 1982-1986

Telecare and civilian volunteers (newsclippings and letters), 1980-1988

Newsclippings

- Scrapbook 1 1967-1972
- Scrapbook 2 1972-1976
- Scrapbook 3 1976-1983
- Scrapbook 4 1983-1989

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Series VII. Scrapbooks, 1967-1989

Newsclippings, cont.

f. 1975-1989

Series VIII. Artifacts

Box 7

Cassette sound-recording tape

Corporate seal press

Four commemorative buttons

1 iron box of slides (c. 260 frames)

Oversize

Box 4

Certificates, miscellaneous, 1972-1989

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