

<b>COMMITTEE:</b> PLANNING	<b>DATE:</b> August 6, 2014	<b>LOCATION:</b> The Redwoods: 40 Camino Alto, Mill Valley, CA 94941
<b>PRESENT:</b> Jody Timms, Nancy Peters-Janover, Sybil Boutilier, Vera Gertler, Girija Brilliant		
<b>EXCUSED:</b> Judi Kirshbaum		
<b>RECORDER:</b> Amy Dietz		
<b>NEXT MEETING:</b> Wednesday, October 22, 2014 at the Redwoods		

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><b>Call to Order</b> Chair Timms called the meeting to order at 11:35 a.m.</p> <p><b>Agenda Approval</b> The August 6, 2014 Agenda was amended to include the January Commission Meeting.</p> <p><b>Meeting Minutes Approval</b> The June 25 meeting minutes were amended to reflect Commissioner Boutilier’s statements regarding the Prescription Drug Task Force.</p> <p><b>Open Time for Public Expression</b> None</p> <p><b>Chair’s Report</b> None</p> <p><b>January Commission Meeting</b> The Planning Committee is in charge of coordinating the topic and speakers for the January Commission on Aging Meeting. Previously, the Planning Committee chose to feature a panel of family caregivers. Commissioner Boutilier emphasized that, if possible, both the caregiver and the person that they care for</p>	<p>Dietz will review past COA meetings on family caregivers. Dietz will contact Alzheimer’s Association to find appropriate panel members and recruit a</p>

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<p>be on the panel. Commissioner Gertler recalled that 2-3 years ago, there was a similar COA presentation which was well received. This was moderated by the Alzheimer’s Association.</p> <p><b>Discussion of Family Caregiver Survey</b>  At June meeting, the Planning Committee agreed to lead a project in which members of the Commission will be tasked with interviewing family caregivers regarding their needs and experiences. Committee reviewed survey used in last round of interviews four years ago and made relevant edits. Committee recommended that flyers be created in which Commissioners could place personal information to be contacted. Committee advised that interviews (5-10 per commissioner) could take place in person, over the telephone, or in groups. Commissioners must submit a summary of their interviews and original notes/ transcriptions to Amy by 12/1/14. Results from the survey will be presented at January Commission meeting. Chair Timms will announce the project and provide all relevant materials to Commissioners at the September meeting.</p> <p><b>Discussion of AAA Needs Assessment and Timeline</b>  Dietz sent copies of Needs Assessment survey as used for 2012-2016 Area Plan for review. Committee members recommended targeting the survey to those over 60 and not towards family caregivers specifically due to possible confusion. Committee agreed that needs assessment should be timed and be done in conjunction with work in the Aging Action Initiative. Chair Timms will ask Commission to look into town/city events in which they could distribute survey. Committee proposed distribution months of April/May and that surveys be distributed at the Healthy Aging Symposium.</p> <p><b>“Aging in Marin” - Our Role</b>  Chair Timms tabled this as an item to be discussed at the next meeting.</p> <p><b>Adjournment:</b>  The meeting adjourned at 1:00 p.m. The next meeting will take place on Wednesday, October 22, 2014.</p>	<p>moderator for presentation.</p> <p>Dietz to amend survey using Planning Committee recommendations and send for review by 8/22.</p> <p>Dietz to create flyers advertising survey with space for Commissioner personal details.</p>