

<b>COMMITTEE:</b> PLANNING	<b>DATE:</b> May 28, 2015	<b>LOCATION:</b> The Redwoods: 40 Camino Alto, Mill Valley, CA 94941
<b>PRESENT:</b> Jody Timms, Conn Hickey, Vera Gertler, Girija Brilliant, Sybil Boutilier		
<b>EXCUSED:</b> Nancy Peters-Janover		
<b>RECORDER:</b> Amy Dietz		
<b>NEXT MEETING:</b> June 17, The Redwoods in Mill Valley		

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><b>Call to Order</b> Chair Timms called the meeting to order at 11:33 a.m.</p> <p><b>Agenda Approval</b> The May 28 agenda was approved as written.</p> <p><b>Meeting Minutes Approval</b> The March minutes were amended to correct misspelling on page 2.</p> <p><b>Open Time for Public Expression</b></p> <ul style="list-style-type: none"> <li>• Commissioner Brilliant met with the Mill Valley Park and Recreation Department to discuss the Age-Friendly Initiative. Currently, Mill Valley does not have the staffing capacity to undertake this project.</li> <li>• Dietz announced that the new AAA Registered Dietician would begin working on June 8.</li> </ul> <p><b>Chair's Report</b> Chair Timms announced that Corte Madera had received Age-Friendly designation.</p> <p><b>Area Plan 2016-2020 Needs Assessment</b> Dietz discussed previous methodology of conducting a needs assessment including utilization of a survey.</p>	-

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>The purpose of the survey is to note the Area Plan (goals/objectives) and the RFPs (IIIB; IIIC 1, IIIC-2).</p> <p>Planning Committee reviewed AAA survey from 2012 and made these recommendations:</p> <ul style="list-style-type: none"> <li>• Add question re: internet usage</li> <li>• Consolidate #9</li> <li>• Think about why we are asking each question (only ask questions that are useful)</li> <li>• Do not ask questions that the AAA can not solve (re: housing)</li> <li>• Make survey length 1.5 – 2 pages</li> <li>• Determine target populations/ where to do heavy sampling</li> </ul> <p>The Planning Committee reviewed existing surveys from 5 other PSAs.</p> <p>Distribution:</p> <ul style="list-style-type: none"> <li>• Town online newsletters</li> <li>• Villages</li> <li>• School districts?</li> <li>• Send volunteers to areas where there are target populations (over-sample target populations)</li> <li>• Hospitals/ Clinics</li> <li>• Age-Friendly infrastructures</li> <li>• Rotary/ Lyons clubs</li> <li>• Farmers markets/ food banks</li> <li>• MarinNet</li> <li>• Libraries</li> <li>• Churches/ synagogues</li> <li>• SNFs</li> <li>• Home health care agencies</li> </ul> <p>Next Steps: Dietz to confirm timeline, methodology, and sample survey with AAA staff prior to next meeting.</p> <p><b>Adjournment:</b> The meeting adjourned at 1:00 p.m. The next meeting is June 17, 2015 at the Redwoods.</p>	