

COMMITTEE: EXECUTIVE	APRIL 25, 2016	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
PRESENT: Teri Dowling, Allan Bortel, Chris Asimos, Ralph Marchese, Salamah Locks, Sybil Boutilier		
EXCUSED: Jody Timms, Lee Pullen, Jim Monson, Ellie Bloch ABSENT:		
RECORDER: Gary Lara		
Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, May 23, 2016		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Agenda</u></p> <p>Chair Dowling called the meeting to order at 10:40a.m. The agenda was approved as written.</p> <p><u>Minutes</u></p> <p>The February 22, 2016 minutes were approved as written. There are no official minutes to approve for the March 28th meeting since there was no quorum.</p> <p><u>Public Comment</u></p> <p>None</p>	

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Chair's Report

Chair Dowling reminded the executive team there is a meeting scheduled for May 23rd.

The Older Adult Economic Security Task Force is continuing to meet. The task force is currently working on branding and planning presentations between three subcommittees. \$33,000 has been allotted for funding. The task force recently welcomed new members Sharon Turner of the Commission on Aging and Skip Schwartz, Executive Director at West Marin Senior Services.

Bortel noted community member Pat Wall would like to join the Older Adult Economic Security Task Force. Chair Dowling will contact her about this request.

The Retreat Planning committee for the Commission on Aging met on April 11. The date for this event will be either Friday, September 9th or Friday, September 30th from 10:00am to 3:00pm. The next step for the committee will be to identify a consultant and to choose a location. The allotted budget for the retreat including the facilitator and lunch is \$1,500.

Bortel suggested Sprit Rock in Fairfax as a possible location. Dowling noted a questionnaire will be sent to the commissioners by next week to identify the goals of the retreat.

Dowling noted there is still no topic for June General meeting. Commissioner Asimos noted she has a few ideas for possible speakers which ties in with the theme of "dementia-friendly cities."

Program Manager Ana Bagtas noted the decision regarding the June presentation should happen this week in order to have the meeting flier ready for distribution at the symposium on May 5th.

Bortel noted that Jon Gaffney from Marin Transit has volunteered to do a presentation on senior transportation.

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After further discussion about the June meeting, the executives agreed that Bortel will contact Jon Gaffney about doing his presentation in June. If Gaffney agrees to commit to the June 2nd meeting at Alma Via, the dementia-friendly presentation will be moved to July 7th in order to give the Health and Nutrition Committee more planning time. Bortel will contact Asimos directly after conferring with Gaffney this week. If Gaffney is unable to commit to the June meeting, planning will revert back to the Health and Nutrition Committee to continue development of the dementia-friendly cities presentation.

Director's Report

Director Pullen was not present due to his attendance at the n4a conference in Washington D.C. Program Manager Ana Bagtas provided the following updates:

- 1. Pullen is in Washington DC for the National Association of Area Agencies on Aging legislative visits. .
- 2. The Area Plan is scheduled to go before the Board of Supervisors next week on May 3rd. Commissioners are encouraged to attend the presentation.

Action Item:

None

Discussion Items:

- a. Vote to authorize ad-hoc outreach task force:

The purpose of this proposed task force is to help identify venues for public relations outreach and to get the word out by utilizing the training techniques developed by the Health and Human Services Media Team training that will be conducted in May for commissioners. Pullen will staff

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this task force. Motion was made to authorize the task force. There were no objections.

- b. Topics for upcoming General meetings: Commissioner Marchese and Commissioners Boutilier, Locks and Bloch reviewed three years of data from past General meetings to shape things up a bit and offer some variety in respect to venues and locations for these meetings. The task force will have the opportunity to correlate the objectives of the Area Plan to the presentations and topics and speakers presented at the General meeting.

The task force will make revisions to the outline presented at today’s meeting at their meeting next week. Marchese suggested as a second step to have Pullen, Bagtas and Admin Assistant Gary Lara provide feedback once this outline is complete. Before next week’s task force meeting, Marchese requested a list of what each committee of the Commission on Aging said they would do as part of their Area Plan objectives. Commissioner Boutilier noted the Area Plan objectives need to be adhered to on the calendar. Bagtas will ask Amy Dietz to provide this information.

Bagtas noted the AAA has already heard from over 3,000 people about their needs through the needs assessment conducted for the Area Plan. There were six areas of concern for Marin older adults that rose the top. Presentations could readily be presented around these topics Commission on Aging meetings. They are:

1. Falls (having an accident in or out of the house)
2. Losing memory (cognition)
3. Financial security
4. Crime, e.g. financial abuse
5. End of life plans
6. Feelings of isolation and depression

Transportation was not listed in the top six areas of concern.

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Marchese noted the importance of having a discussion with Aging’s Board of Supervisor’s representative, Kathrin Sears and the Chairs of the Commission on Aging committees in order to develop a cohesive meeting calendar for next year. Marchese further suggested reaching out to Health and Human Services Director Grant Colfax for his input about important topics relevant to aging. Potential topics discussed were:

- 1. Age-Friendly/ Villages Supportive Services (policy focused)
- 2. Falls
- 3. Food & Nutrition
- 4. Housing

Additional venues suggested by the task force were:

- 1. Civic Center (Board of Supervisors Chambers)
- 2. The Buck Center Institute for Research on Aging
- 3. Community Centers: Mill Valley, Corte Madera, Sausalito
- 4. Corte Madera Town Hall
- 5. Healy Hall in Larkspur
- 6. Central Marin Police Authority (CMPA)

In regard to feedback for the new meeting locations, Bagtas noted the Corte Madera Recreation Center would not work due to their conflicting classes at the community room on Thursdays followed immediately by the lunch program. Lara noted that Pickleweed has previously refused to cancel their classes in the main auditorium which are held at the same time as the commission meeting.

Other suggestions made by the task force were:

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- 1. Commission on Aging establish a formal marketing network (age-friendly/ villages)
- 2. Commission on Aging to formally request each municipality assign a liaison (council member and two residents) to the commission.

Marchese noted people that need the most help and supportive services should be given a high priority. People should be telling us what their needs are.

Commissioner Bortel commented in terms of the Area Plan Objectives, no one has previously tried to pull the various committee chairs together and that this opportunity creates an ongoing defined task for the Secretary of the Commission on Aging.

Bortel also noted attendance has not been great at the meeting in West Marin. Bortel suggested having lunch at his home after the meeting which typically occurs in October. Members could contribute \$10.00 each for funding the lunch.

Chair Dowling noted what a thoughtful piece of work Marchese's committee did as far as thinking through the priorities for next year's General meeting schedule. Dowling noted Dr. Colfax should be considered as a speaker for a topic about aging in Marin and liked linking each monthly presentation to a committee chair and noted this as a sound role for the Secretary of the Commission on Aging.

Dowling further commented that Supervisor Kate Sears is the liaison to aging and noted she should be asked to speak at a commission meeting or to suggest a presentation topic. Dowling asked the executives who is responsible for pulling this together.

Marchese noted Aging staff needs assistance from each of the committees to help plan each meeting. Bagtas noted a committee sponsor for each monthly meeting would be a great idea. Chair Dowling noted this would be a discussion item for approval.

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Committee Reports

- **Health and Nutrition:** Commissioner Asimos’ committee has put on hold further screenings of “Being Mortal.” The people of West Marin have been very engaging during the presentation and have requested more information about end of life issues and tool kits. In June the committee plans to partner with Hospice by the Bay for a discussion after the Death Makes Life Possible presentation with the author of the book, Marilyn Schlitz, Ph.D. at San Geronimo.
- **Housing and Transportation:** Commissioner Bortel noted the committee met last week. Jon Gaffney of Marin Transit has volunteered to be a guest presenter at a future Commission on Aging meeting. The committee will bid Commissioner Tricia Smith farewell as she steps down after the end of her term on June 30th. Bortel noted he is also stepping down as the Chair of this committee. Bortel and Chair Dowling will have a conversation about his successor.
- **Legislative Task Force:** Chair Boutilier was not able to attend the last meeting due to a retreat. Boutilier noted the task force will be reviewing bills for their next meeting on May 6th. Their goal is to pin down a proposal for several bills that would be appropriate for county support.
- **Planning Committee:** Commissioner Boutilier noted the group’s accomplishment at the Area Plan meeting on April 7th. The committee is now taking a brief hiatus.

New Business/Other:

Boutilier noted she has joined the “Green and Healthy Homes” committee sponsored by Marin Community Foundation. The group’s focus is to visit low income residents to conduct assessments for energy efficiency, mold, fall hazards, etc. Eli Gelardin from Marin Center for Independent Living is also on this committee.

The meeting adjourned at 12:05p.m. The next meeting is Monday, May 23, 2016 from 10:30a.m. to

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12:00p.m.