

COMMITTEE: EXECUTIVE	NOVEMBER 28, 2016	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
<p>PRESENT: Ralph Marchese, Teri Dowling, Sybil Boutilier, Lee Pullen, Ellie Bloch, Jim Monson, Salamah Locks, Marianne Gontarz-York GUEST: Kristen Gardner, Senior Program Coordinator: MHSA Advisory Committee</p>		
<p>EXCUSED: Jody Timms, Chris Asimos ABSENT:</p>		
<p>RECORDER: Gary Lara</p>		
<p>Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, January 23, 2017</p>		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><u>Agenda</u></p> <p>Chair Dowling called the meeting to order at 10:37 a.m. The agenda was approved as written.</p> <p><u>Minutes</u></p> <p>The October 24, 2016 minutes were approved as written.</p> <p><u>Public Comment</u></p> <p>None</p>	

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PARTY**

Chair's Report

Chair Dowling reported the following:

The goals and objectives of the Commission on Aging for FY 16-17 have been compiled and reviewed for progress. Dowling thanked each committee Chair for putting their information together. The objectives and their progress to date were discussed and are outlined as follows:

Executive Committee (3 Objectives):

In September 2016 and February 2017, the MCCOA Executive Committee will review the other MCCOA committee's objectives and offer support as needed.

Status: Delayed by one month. Objective met at October Executive Committee Meeting.

By October 1, 2016, the MCCOA Executive Committee will develop a PowerPoint presentation and handout describing the MCCOA's mission and activities to be used by commission members when they meet with appointing bodies and community partners.

Status: Met in large part by the HHS Live Long, Live Well Marin Committee. Presentation developed, commissioners trained. Executive Committee needs to survey commissioners to see how many commissioners met with appointing bodies and community partners and if the presentation was utilized. Need to set a date to evaluate. Need to clarify and evaluate if this objective was met.

By September 2016, the MCCOA Executive Committee will host a full day retreat of the commission to improve the advocacy and information skills of its members and enhance the skills of working well with each other.

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Status: Objective met. Retreat Planning Committee to gather information about what worked and didn't work to assist the planning for future retreats.

Health and Nutrition Committee (3 Objectives):

The Marin County Commission on Aging (MCCOA) Health and Nutrition Committee will work with AAA's registered dietician to develop at least two community nutrition presentations related to meal preparation.

Status: Objective on target. Expected to be met by June. Developed Community Nutrition Presentations related to meal preparation. Committee will volunteer to work with nutrition in meal preparation in Novato (Margaret Todd Senior Center) in April. Developing a second partnership in meal preparation.

The Health and Nutrition Committee, in collaboration with community partners, will distribute at least 100 End of Life Decision making toolkits during at least two community presentations, featuring films or guest speakers, pertaining to Advanced Care Planning.

Status: Partnered with West Marin Senior Services in July and San Geronimo Senior Services to distribute toolkits. Presented and distributed 45 toolkits in Corte Madera for the local community.

The Health and Nutrition Committee will develop a presentation for a commission meeting and write an article in the Great Age newsletter pertaining to fall prevention.

Status: A presentation is planned on Fall Prevention for the February Commission meeting.

An article has been submitted to the Great Age Editorial Board on the topic of Fall Prevention for the spring newsletter.

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Planning Committee (2 Objectives):

The MCCOA Planning Committee will facilitate a regular meeting that supports age-friendly initiatives in Marin County cities and towns and will host one community presentation on age-friendly activities.

Status: There will be a MCCOA meeting dedicated to the Age-Friendly Initiative in March 2017. Chair Timms leads and participates in a monthly Age-Friendly meeting prior to General MCCOA meeting.

The MCCOA Planning Committee will support AAA staff and work with partner agencies to gather information and collect public input at least once a year to understand the needs of older adults in Marin County.

Status: AAA will provide “raw data” by area of residence from Older Adult Needs Assessment to towns/ cities upon request.

Two communities (Fairfax and Novato) have obtained data and performed analysis.

Any person/ area receiving data must be cautioned that it is not derived from representative sample and is not generalizable to the entire community.

Housing and Transportation Committee (2 objectives):

The Marin County Commission on Aging (MCCOA) Housing and Transportation Committee will encourage usage of fixed route public transportation to at least two community meetings and facilitated outings.

Status: On November 9, 2016, committee member Jon Gaffney from Marin Transit presented for the Age-Friendly Corte Madera.

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The committee will identify with Jon which community events they can partner on in 2017 at the next Housing and Transportation meeting.

The Marin County Commission on Aging (MCCOA) Housing and Transportation Committee will collaborate with community partners, including Episcopal Senior Communities, to promote housing knowledge through distribution of updated printed material, at least two community meetings or presentations, a Great Age article, and a presentation at a Marin County Commission on Aging meeting.

Status: Choices for Living 2017-2018 has been updated. The Housing and Transportation Committee has partnered with AAS to widely distribute this publication and encourage people to use the on-line version which is the current. This took place at the Senior Fair on October 26, 2016. The committee will also distribute Choices at Health and Information Fairs from January 2017 through June 2017.

Committee member Leslie Klor will finish updating the Marin Housing list of available independent living arrangements for older adults.

The Committee will discuss and prioritize a focus group that will advance the public understanding of the needs and opportunities for additional housing options within the County.

It will designate an author for a Great Age article in the spring edition.

The committee is in the process of planning the January Commission meeting on Housing Options. A panel discussion will take place and the details will be finalized at the next committee meeting. This will count for one of two planned presentations.

The committee will partner in at least one more community presentation in 2017.

- a. Money Matters at Dominican on November 12th from 9-12pm

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b. Affordable Senior Housing Options for the Goldenaires at San Rafael Community Center on B Street on November 21st from 1-2:30pm

Committee will meet six times a year rather than four.

Legislative Task Force (4 objectives):

By October 31, 2016, the Marin County Commission on Aging (MCCOA) Legislative Task Force will review and provide comment at the November commission meeting on the County of Marin 2017 Federal and State Legislative Programs and Legislative Policy Guides.

Status: To be scheduled for the December 2016 commission meeting.

The MCCOA Legislative Task Force will sponsor a Commission on Aging presentation regarding key policy and legislative issues.

Status: The December 1, 2016 commission meeting has been scheduled at the Redwoods in Mill Valley. The speaker will be Assemblyman Marc Levine.

By the May 2017 commission meeting, the MCCOA Legislative Task Force will recommend a formal position and provide advocacy regarding at least “seven” assembly or senate bills currently before the California Senior Legislature and / or U.S. Congress during its 2016-17 session.

Status: In progress. The task force is waiting for bills. They have reviewed and commented on CSL proposed bills for 2017.

The MCCOA Legislative Task Force will recruit and retain at least two members from the public to advocate for legislation affecting older adults and the disabled.

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Status: Not met to date.

Editorial Board (1 objective)

The MCCOA Editorial Board will determine and create content for the publication of three Great Age newsletters.

Status: The fall issue was published and the spring issue is in the planning stage. Expect to meet this objective.

If you have any questions about the above, please let Chair Dowling know.

Dowling noted the objectives and goals for FY 17-18 are due by February 2017. Next January, all committee Chairs should begin discussions about their objectives. Objectives should be based on the areas of concerns outlined in the four year Area Plan. Those are: 1) falls (accidents inside the home); 2) cognitive disability and dementia; 3) financial security which tied with crime and financial abuse and end of life planning; and 4) isolation and depression. Dowling made the proposal that every committee have at least one objective focusing on the one of these areas of concern.

The Retreat Planning Committee debriefed and composed the following guidelines to be utilized for future planning.

What worked:

- Space was lovely (St. John’s Episcopal Church)
- Food was good (Comforts in San Anselmo delivered)
- Facilitator was excellent.
- Liked having the staff there for part of the retreat
- Liked the team building and getting to know you exercises
- Liked the small group work

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- Liked learning what the staff do

Improvements:

- While the space was good, we might want to find a smaller space, more intimate with a view.
- It seemed a bit too long; suggest a three-hour meeting with lunch to follow.
- May not have been productive to discuss our objectives, since each committee meets regularly and could discuss at the committee level.
- Would like more exercises to get to know each other.
- The exercise to find out what we have in common was great but too short.

Recommendations for future retreats:

- Keep retreat to three hours
- Have more “getting to know you” exercises
- Include staff for part of the retreat
- Have an excellent facilitator
- Have a planning committee and begin meeting four to five months before the retreat to:
 - Survey Commissioners about what they want from a retreat
 - Meet with AAA director to determine budget
 - Plan the goals and objectives for the retreat
 - Select the location (determine possible sites, visit those sites, select and sign a contract)
 - Determine the role of the facilitator, interview and hire the facilitator at least two months in advance.
 - Plan the food, if any, needed at the retreat and divide up the responsibilities: select a vendor, survey commissioners and staff about menu, arrange for delivery or pick-up.
 - Set up and tear down day of the retreat.
 - Send out thank you notes and other follow-up paperwork, get feedback for next retreat.
- Suggest that the commission hold a retreat every two years.

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Dowling noted she would like to go ahead and schedule a new commissioner orientation for James Mitchell and Fred Silverman with an additional orientation to be held later in the spring once the remaining vacancies have been filled for District 1, 2 and the City of Tiburon.

Lara noted the Board of Supervisors has a candidate interested in the District 1 vacancy. The earliest the Board could make the appointment would be mid January 2017.

Pullen agreed to follow-up on planning the orientation meeting for Mitchell and Silverman.

Chair Dowling reiterated the protocol for emails distributed amongst commissioners. It was noted that communications should be kept concise as possible. Please be thoughtful about making requests to staff to send out communications.

Boutilier wanted to address the possibility of creating serial meetings via email. Lara noted the following verbiage used by the California Commission on Aging which the Marin County Commission on Aging could modify and include in the email signature line:

“CCoA is a state entity that operates under provisions of the Bagley Keene Open Meeting Act (Government Code Sec. 11120 – 11132). For messages pertaining to business of the California Commission on Aging, please do not hit “reply all” in order to avoid an unauthorized “serial meeting.”

Dowling noted that Mitzi Kemp has officially resigned from the commission. There was a lengthy discussion about how to honor Mitzi as well as other former commissioners who recently resigned. It was agreed that Commissioner Bloch would invite Mitzi to this week’s commissioner luncheon and that Commissioner Marchese will purchase flowers and a card to present to Mitzi if she is able to attend the event. Dowling noted there still needs to be a discussion about how to honor former Commissioner Fran Wilson. Commissioner Marchese agreed to buy a stack of thank you cards and act as the signatory for the commission.

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Dowling noted that Pullen received information about a volunteer opportunity for the commissioners to assist with tax preparation for older adults through a program sponsored by the United Way. A representative from the organization will be present at the next commission meeting to explain this further.

Dowling noted that the Legislative Task Force has asked for clarity with regard to the rules of advocacy since the last meeting about this subject with the County Administrator's Office was over two years ago. Locks noted to review the By-Laws. Dowling noted to pick bills wisely and commented the commission needs to understand what the boundaries are with advocacy. Pullen will follow-up with Dan Eilerman, Assistant to the County Administrator. The goal is to have a discussion with the Legislative Task Force early next year. Commissioner York reminded the executives each committee has specific talking points.

Pullen noted the number of advocacy letters should be limited to no more than 10; two or three coming from the Board of Supervisors with the remainder coming for the commission.

Chair Dowling ended her report by gently reminding the executives that if they want a full meeting, everyone needs to be on time to establish a quorum.

Director's Report

Pullen noted his recent attendance at the C4A Annual Conference in Los Angeles where he was a participant on a panel conducted by the California Commission on Aging to address older adult poverty. The counties of San Diego and Sonoma were also participants. Lots of great ideas were shared.

Pullen and Whistlestop CEO Joe O'Hehir provided an update on the Aging Action Initiative at the Board of Supervisors meeting of November 8th. The report was well received by all of the supervisors. Pullen and O'Hehir will provide the same update at the commission meeting on December 1st.

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Aging and Adult Services recently awarded a case management contract to Jewish Family and Children’s Services and a visiting services contract to the Spahr Center of San Rafael.

Action Item:

None

Discussion Items:

- a. Legislative Meeting held on December 15th:

Commissioner Bloch noted the CSL has set up a meeting with Assemblyman Marc Levine and Senator Mike McGuire. This will be an important meeting in determining what we want to walk away with. The agenda will be discussed at the next meeting of the task force on December 2nd at 10:30am. One topic of importance will be the discussion of funding for the CSL in addition to issues the task force would like to bring to their agenda for the coming year. The Chair of the CSL may participate by phone during the December 15th meeting. Dowling also invited the executives of this committee to participate.

- b. MHSA Overview and Stakeholder Process:

Kristen Gardner, Senior Program Coordinator from Marin County Behavioral Health and Recovery Services discussed the mental health system and the best way to get involved. Kristen’s areas of expertise are prevention and early intervention.

Gardner discussed their current organizational chart and how services are administered in the department. Gardner provided a handout noting the following behavioral health and recovery services:

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- Alcohol and Drug Advisory Board
- Cultural Competence Advisory Board
- Mental Health Board

The Mental Health Services Act includes:

- MHSA Advisory Committee
- Workforce Education and Training Committee
- Prevention and Early Intervention Committee
- MHSA Three Year Plan Development

Gardner noted mental health and substance use has real integration but funding is split. The county mental health programs have guidelines which note who they can and cannot serve. The county actually provides more mental health services than required.

In order to qualify for services, there is a basic medical necessity threshold that needs to be met thru an assessment. 20% of funds are earmarked for prevention and early intervention. MHSA is looking to improve the existing services.

Commissioner Bloch asked what percentage of funding is used for dementia and early Alzheimers and how seniors are best served. Gardner noted she is not the best person to respond since she's not clinical. PEI has a program funded thru Jewish Family and Children's Services which focuses on reducing depression. For people with mild to moderate diagnosis, they have to go thru Beacon's website. Partnership Health Plan administers this program.

Pullen and others would like to know how many people are being served and would like to see an improved outcome over last time with regard to number of seniors served from MHSA; however, Gardner didn't have the current statistical data available.

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Dowling noted there is one in four older adults that are over the age of 60 and that we need to be thoughtful about our data. Dowling would like to know how many homeless people over the age of 60 are being served.

Dowling asked how people can find out more about the committees and how to apply. Gardner noted to contact Administrative Assistant, Taffy Lavie at (415) 473-6809.

Gardner noted a good time to be involved is during the three year plan development. The next meeting is December 5th. The MHSA Advisory Committee is responsible for the plan and is not a Brown Act Committee; however, it is open to the public.

If you would like to be included on their email distribution list, please send your contact information to Kristen Gardner at Kgardner@marincounty.org.

Chair Dowling thanked Ms. Gardner for her time.

Committee Reports

- **Health and Nutrition:** Commissioner Asimos was not present today due to another commitment. Commissioner Locks noted their next meeting is Tuesday, November 29th at 1:00pm.
- **Housing and Transportation:** Commissioner Marchese noted Leelee Thomas agreed to speak at the January 5, 2017 commission meeting at the City of San Rafael. There will be a panel including members of the Green and Healthy Homes Initiative.

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<ul style="list-style-type: none"> • Legislative Task Force: Commissioner Bloch noted the task force will meet on Friday, December 2nd. • Planning Committee: Commissioner Boutilier noted the group met recently to talk about the Area Plan. • Media Relations Committee: Commissioner York is currently recruiting members for this new ad hoc committee. Commissioner Francie Bedinger has expressed an interest in participating. <p><u>New Business/Other:</u></p> <p>Commissioner Marchese would like to see the information from the County of Marin's Strategic Plan disseminated. Marchese would like the commission to be used as a focus group.</p> <p>The meeting adjourned at 12:00 p.m. The next meeting is Monday, January 23, 2017 from 10:30a.m. - 12:00p.m.</p>	