

COMMITTEE: EXECUTIVE	OCTOBER 24, 2016	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
PRESENT: Ralph Marchese, Teri Dowling, Ana Bagtas, Sybil Boutilier, Chris Asimos		
EXCUSED: Jody Timms, Lee Pullen, Ellie Bloch, Jim Monson, Salamah Locks ABSENT:		
RECORDER: Gary Lara		
Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, November 28, 2016		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><b><u>Agenda</u></b></p> <p>Chair Dowling called the meeting to order at 10:32 a.m. The agenda was approved as written.</p> <p><b><u>Minutes</u></b></p> <p>The July 18, 2016 minutes were approved as written.</p> <p><b><u>Public Comment</u></b></p> <p>None</p>	

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**Chair's Report**

Chair Dowling reported the following:

Dowling would like to find mentors for the new commissioners: James Mitchell and Fred Silverman. Previously, many commissioners have expressed willingness to mentor new members. Commissioner Asimos suggested that Chair Dowling make personal calls to prospective mentors. Commissioner Marchese felt he doesn't have significant tenure as a commissioner so he requested to be excluded from the list of possible mentors.

Attended the Triple A Council of California (TACC) meeting on September 12<sup>th</sup> and 13<sup>th</sup> in Sacramento. The SCAN Foundation discussed the elements of Person-Centered Care, how it evolved, why it matters, opportunities, challenges and how it relates to their upcoming summit. Dowling has the meeting materials if anyone is interested.

Dowling noted that she and Commissioner Turner are on the Aging Action Initiative's Economic Security Task Force. The task force has already held two events and is scheduled to have a Financial Planning Days workshop on Saturday, October 29<sup>th</sup> at the Marin Center Manzanita Room. Additional workshops include "A Place Called Home: Making the Most of the One you Have or Finding One you Can Afford" scheduled for Saturday, November 12<sup>th</sup> and "50+ Employment: Yes, Virginia, You Can Still Find Meaningful Work" scheduled for Saturday, December 3<sup>rd</sup>. Both of these workshops will be held at Dominican University in Guzman Hall. Most likely there will be another Financial Planning Days workshop in January of 2017.

Dowling distributed copies of the Money Matters Resource Guide to the executives. These are being distributed at all of the workshops in addition to be handed out at the Marin Senior Information Fair.

Dowling reviewed the schedule of meetings of the commission calendar for the remainder of this fiscal year.

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Marchese noted the January meeting location has been confirmed for the City of San Rafael. The February location is still being worked out. Marchese asked Commissioner Asimos to weigh in on the decision regarding the location since the Health and Nutrition Committee will be planning the February meeting. Asimos will confer with the committee and get back to Marchese with input.

Marchese noted there needs to be a step by step process setup to structure the protocol for determining meeting space. Marchese will draft an organizational chart.

Chair Dowling noted the June 2017 meeting is still open and will need to be discussed at the next meeting.

Marchese suggested planning the June 2017 meeting around World Elder Abuse Day since this theme will be recognized world wide.

**Director's Report**

Director Pullen could not be present today since he was on vacation. Program Manager Ana Bagtas attended on his behalf. There was no Director's report given.

**Action Item:**

**Vote on forming an Ad-Hoc Public Relations Task Force:**

Following the successful conclusion of the Live Long, Live Well Marin task force with the HHS Media Team over the past year and a half, Chair Dowling would to put forth a motion to form an ad-hoc committee to discuss outreach, communication and ways to interact with the public in order to raise awareness about the work of the commission. The motion is to appoint a task force for six months and plan for making it a full committee after that time. Commissioner York will act as the Chair of this task force and will invite other commissioners to participate. York will provide monthly reports at the

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General commission meeting.

Commissioner Boutilier made a motion to form the ad-hoc committee with the proposed Chair. Motion approved by all executive members and passed.

In addition to coming up with an official title for the ad-hoc committee, other planning points will be to consider the relationship between the Live Long, Live Well Marin task force and the Editorial Board and to explore the possibility of having a liaison with the Marin Independent Journal.

**Commission sponsorship for the 2017 World Elder Abuse Awareness Day:**

Ana Bagtas noted June 15, 2017 is World Elder Abuse Awareness Day. Everyone around the world is celebrating. Aging and Adults is looking to host a half day event with guest speakers to educate and raise awareness to the public. All aspects of abuse are to be covered. The core sponsors of the event are Adult Protective Services and the Ombudsman Program. The Commission on Aging is being asked to participate as a core partner to help plan the event. Mark Vanderscoff, Michele McCabe and Ana Bagtas will have their first planning meeting in November and will continue to meet about a once a month thereafter.

Chair Dowling will make an announcement at the next General meeting to solicit members that would be interested in participating on this planning committee and will also solicit ideas for planning the agenda and bring them back to the committee.

**Discussion Items:**

a. Area Plan Objectives Check in:

Chair Dowling distributed a summary of the commission’s roles and responsibilities and reviewed each committee’s progress to date on their objectives. They are noted as follows:

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**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 but 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.

Status: Objective met. Retreat Planning Committee to gather information about what worked and didn't work to assist the planning for future retreats. Commissioners will receive a follow up telephone call requesting their input.

**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

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preparation.

Status: Chair Asimos noted significant progress has been made. The first presentation will be scheduled at the Margaret Todd Senior Center in April 2017. Planning for the second presentation is in the works and will be scheduled sometime between now and the end of FY 16-17.

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: Chair Asimos reported this objective as far exceeded. The committee has collaborated with Hospice by the Bay and distributed 75 tool kits thus far during its first presentation of "Death Makes Life Possible." The second presentation is scheduled for February 2, 2017.

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: The committee sponsored the commission program on July 7, 2016 and will sponsor an upcoming program on February 2, 2017.

Commissioner Zeller has submitted an article on fall prevention for the next issue of Great Age.

**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: Commissioner Boutilier noted the age-friendly commission meeting is scheduled to be presented on March 2, 2017. Boutilier noted the community presentation will be discussed at their next

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meeting. Boutilier also noted age-friendly has a booth at the senior fair.

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: Commissioner Boutilier reported this will be done by February 2017. In addition, Commissioner Timms is gathering city and town specific data.

**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: Commissioner Marchese noted this will be part of the agenda for the commission meeting on January 5, 2017. The second meeting is in the works.

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: The Great Age article has not been addressed yet; Marchese was advised to contact Commissioner York and Program Coordinator Amy Dietz.

The COA meeting on January 5, 2017 is scheduled. The program will focus on housing options. A subgroup of this committee will design a four person panel. The committee plans to invite a

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representative from Episcopal Senior Communities and Mary Murtagh from EAH Housing. Marchese noted the Village is also interested in working with affordable housing and remarked that Choices for Living will be a valuable answer to one of their objectives for distribution of printed materials related to housing knowledge.

**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: Commissioner Boutilier noted this objective should be revised to state the year 2016 since 2017 legislation is not yet available.

It was confirmed the policy guide was discussed at the last meeting of the task force.

Boutilier noted there is a report on bills that the task force supported, opposed and their status. The task force wrote guidelines on behalf of the commission for inclusion in the Marin County Legislative Policy Guidelines.

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.

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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.

Status: Not met to date. Commissioner Boutilier noted she has someone in mind from Mill Valley that has a strong background in policy awareness. Boutilier will contact them directly.

**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.

**Committee Reports**

- **Health and Nutrition:** Commissioner Asimos noted there were no updates at the present time. The San Rafael Village currently has 70 members and is trying to solicit more with volunteers. More awareness about the village has been achieved.
- **Housing and Transportation:** Commissioner Marchese noted the committee agreed to change the meeting frequency from four to six meetings per year. The next meeting is tentatively scheduled in November. Leelee Thomas, Principal Planner at the County’s Community Development Agency will be asked to attend the next meeting in order to plan the January Commission on Aging meeting.

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- **Legislative Task Force:** Commissioner Bloch was unable to attend today’s meeting since she was at the CSL in Sacramento. Co-Chair Boutilier noted the task force is currently looking at bills and waiting to hear from the CSL in regard to what proposals will go forward. Boutilier will introduce Assemblyman Marc Levin at the December commission meeting.
- **Planning Committee:** Commissioner Locks was not present at today’s meeting. Commissioner Boutilier noted the committee has not met recently and that their last meeting was postponed due to lack of quorum. Program Coordinator Amy Dietz is working on securing the next meeting date.

In closing, Chair Dowling reminded the executives about next week’s commission meeting on November 3<sup>rd</sup> which will feature an update about the County’s strategic plan from Dr. Grant Colfax. Dowling encouraged everyone to bring a friend.

Marchese noted he recently met with Dr. Colfax about housing. Marchese would like to see more ongoing efforts to raise public awareness about housing issues and wants to shift to a more integrated approach throughout.

Chair Dowling requested Commissioner Marchese to send detailed information to her regarding his committee’s progress on their objectives.

**New Business/Other:**

None

The meeting adjourned at 12:02 p.m. The next meeting is Monday, November 28, 2016 from 10:30a.m. - 12:00p.m.