

COMMITTEE: EXECUTIVE	MAY 22, 2017	LOCATION: 10 NORTH SAN PEDRO ROAD, RM 1018
PRESENT: Teri Dowling, Ana Bagtas, Ellie Bloch, Salamah Locks, Sybil Boutilier, Ralph Marchese PUBLIC: Linda Jackson		
<b>EXCUSED:</b> Jody Timms, Marianne Gontarz-York, Chris Asimos, Lee Pullen, Jim Monson <b>ABSENT:</b>		
<b>RECORDER:</b> Gary Lara		
Next Meeting: 10 N. San Pedro Rd., Conference Room 1018 - Monday, June 26, 2017		

MINUTES SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p><b><u>Agenda</u></b></p> <p>Chair Dowling called the meeting to order at 10:30 a.m. Quorum established. The agenda was approved as written.</p> <p><b><u>Minutes</u></b></p> <p>The April 24, 2017 minutes were approved as written.</p> <p><b><u>Public Comment</u></b></p> <p>None</p>	

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PARTY**

**Chair's Report:**

Chair Dowling reported the following:

An orientation for new commissioners is scheduled for Thursday, June 15<sup>th</sup> at the office of Aging and Adult Services from 1:30 p.m. to 3:00 p.m. Participants include: Commissioners Hagerty, López, Kwentus and McDonald. The orientation will be conducted by Chair Dowling, Director Pullen and Program Manager Ana Bagtas.

The Economic Security workshop that was scheduled for Saturday, May 20<sup>th</sup> at Whistlestop was canceled due to insufficient signup.

Stan Green will be conducting a financial planning seminar in the fall.

SparkPoint received funding from Marin Community Foundation for one to one financial counseling for older adult women.

The Healthy Aging Symposium was a successful event. The symposium committee did a great job. Ana will send copies of the results to the committee as a way to debrief the event. Dowling suggested Lee could provide an update of the summary during his report at the full commission meeting.

Bagtas noted the process to obtain CEU's for the symposium is very laborious since there is a liaison that works with the social work board. Bagtas noted the symposium planning committee can discuss this further when they meet. Commissioner Locks had additional questions about the process but Chair Dowling advised that would be a discussion better suited to take place within the planning committee.

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**Director’s Report:**

Ana Bagtas reported the following for Director Pullen who is currently on vacation.

Aging staff met recently to discuss the roles and responsibilities with regard to working with the Commission. Bagtas noted the importance of communication between the coordinators and Commission Chairs and having a conversation prior to meetings in order to ensure agenda continuity. In summary, Aging staff is meant to be acting in a supportive role to the Commission as needed.

Bagtas noted Director Pullen would like to spend a half hour at the next Executive Committee meeting talking about the roles of staff with each of the Executive Chairs and how to regulate conversations within committee discussions. Dowling asked Gary to make this an action item on the Executive Committee Agenda of June 26<sup>th</sup>. Commissioner Bloch suggested a summary of this discussion should be brought to the full commission in July.

**Action Item:**

None

**Discussion Items:**

Ana Bagtas provided an update on the Health and Human Services (HHS) Strategic Plan and clarified the next step in the process.

Bagtas met with consultant, Kym Dorman, who is considered to be the lead person from the consulting firm managing this project. The outside piece of the plan is to engage the community using a lot of data previously collected including the county-wide needs assessment in an effort to prioritize the needs. The Data Team, which Bagtas is apart of, looked at best practices and cross-cutting programs

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which will move forward to the Community Facilitation Team. The Community Facilitation Team will dig deeper into the stories. The Data Team’s recommendation is to have the Community Facilitation’s Steering Committee conduct focus groups to examine the needs of clients. The question remains “Who should be invited to participate in these focus groups?” The Data Team will be able to get a break down of the number of senior participants over the age of 65. The report will be five pages.

Chair Dowling asked what the next step in the process was for the consultant. Bagtas noted the high level information will be developed into action items. Bagtas also suggested the commissioners get involved by participating at the stakeholder’s meeting since there will only be one meeting held.

Commissioner Locks asked about the structure of the focus groups. Are participants being interviewed? How is the steering committee asking the questions to these focus groups? Locks is concerned about the validity of this process.

Bagtas replied the Community Facilitation Team will select what areas they want to address. An online survey has been developed and is open to everyone who would like to participate.

Dowling noted a third of the focus groups have already been done. Those that still need to be addressed are transition age youth, adult and seniors in multiple languages, low income Latino resident immigrants, San Geronimo residents, Novato residents, Vietnamese adults, and one other group currently listed as “TBD” at the H&HS Connection Center.

Commissioner Bloch asked if Bagtas knew what Director Colfax would like to achieve through the strategic plan.

Bagtas noted it is a five year strategic plan. Health and Human Services would like to see what they as a system could address as an organization with internal employees and outside community organizations.

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Commissioner Boutilier asked about the makeup of the advisory group.

Bagtas responded there are 75 to 80 seats for the stakeholder’s meeting. Of this number, the Commission would only be given a few spaces.

Commissioner Marchese noted he would like to see more issues pertaining to older adults addressed in the plan. The four year Area Plan should be a chapter in the strategic plan.

Commissioner Locks asked why the City of Novato was selected as a focus group. Bagtas and Dowling noted they were not sure.

Commissioner Bloch stated we know what the issues are; we just feel they are not represented at the table. These issues need to be recognized. Bloch further stated she is concerned about the advocacy for this age group (older adults).

Dowling noted the process of applying to have a Commission representative on the H&HS Mental Health Advisory Board was a challenging experience. The Commission needs to be at the table all the time.

Bagtas noted if the Commissioners really pressed the issue they could be a focus group but what would the focus group do with the information presented?

Commissioner Boutilier would like to push for an age-friendly strategic plan and noted an intervention is needed.

Bagtas asked the Executive Committee what should be communicated back to the consultants.

Linda Jackson noted a request for the data; however, Bagtas doesn’t believe the data will be

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published.

Jackson’s response was to make a request for an appendix that is older adult related. If we have a senior on every focus group, the last group could be composed of all the related commissions with representatives from each group. The online survey would be a response to the group.

Chair Dowling made a point of having the online survey distributed to the commission.

Bagtas will follow-up with the consultant on the timing of the survey in order to have it distributed to the full commission.

Chair Dowling noted she will write a letter to Dr. Colfax about the Commission’s concerns over the strategic plan. The letter will note one in every four residents is over the age of 60 and that having a seat at the table is important. In closing, the letter should invite Dr. Colfax to come to a Commission meeting in order to share the draft report of the strategic plan when it becomes available.

Commissioner Marchese noted the letter to Dr. Colfax should be preceded with a phone call.

Dowling closed this part of the discussion by noting she will call Dr. Colfax before sending the letter.

**Committee Reports**

- **Planning:** Commissioner Boutilier noted there is not much happening now. Isolation will be the topic for their Commission meeting presentation this fall on October 5, 2017. The next meeting of the committee is Tuesday, July 18<sup>th</sup>.
- **Health and Nutrition:** Commissioner Asimos was unable to attend today’s meeting due to a previous commitment.

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Locks noted the committee is responsible for the June 1<sup>st</sup> Commission meeting held at Marin Valley Mobile Country Club in Novato. The next meeting date of the committee is TBD.

- **Housing and Transportation:** Commissioner Marchese noted Joanna Huitt, Mobility Manager at Marin Access will conduct the next travel training on Tuesday, May 23<sup>rd</sup> at the Civic Center. The program teaches participants how to navigate the fixed route bus system.

Commissioner Hagerty will work on the housing report noting the types of units needed.

The committee will be responsible for the General meeting topics on November 2, 2017 and March 1, 2018.

Novato’s Community Development Director Bob Brown is being pursued to work with the Housing and Transportation Committee on advocacy that is needed in Novato. Marchese will follow-up.

- **Legislative Task Force:** Commissioner Bloch noted the task force is in favor of supporting six bills and will continue to watch others. Two bills are being recommended for support by the Board of Supervisors. Dowling passed out a summary of the bills for the executives to review. The task force met last Friday and arranged them in order. Their next meeting will take place on June 2, 2017.

- **Ad Hoc Communications/Task Force:** Dowling reported on behalf of Commissioner York who was unable to attend today’s meeting.

The task force is taking shape and now includes Commissioners Mitchell and Bedinger.

The task force is in the process of finalizing its name; one suggestion is Public Engagement and Public Information Board.

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In regard to public awareness outreach, the committee will shift its focus to depression and memory loss.

Current advertising and marketing efforts will focus on purchasing a full page color ad in the 2018 Whistlestop Directory to further promote 457-INFO.

**New Business/Other:**

Bagtas announced that n4a has awarded Aging and Adult Services an innovation award for the 911 First Responders program. The San Rafael Fire Department worked in conjunction with I&A staff on this project. Chloe Cook, I&A Supervisor will travel to Savannah Georgia to attend the award ceremony.

Linda Jackson confirmed the officers of the Commission have been invited to attend the two half day retreats sponsored by the Aging Action Initiative (AAI).

Commissioner Boutilier distributed a flyer on how to schedule a “Green House” call. For more information, please visit [www.risingsunenergy.org](http://www.risingsunenergy.org). Linda will circulate this information through the AAI network.

The meeting adjourned at 12:01 p.m. The next meeting is Monday, June 26, 2017 from 10:30 a.m. - noon.