

COMMITTEE: PLANNING	DATE: May 23, 2018	LOCATION: 10 N. San Pedro Rd.
PRESENT: Jody Timms, Girija Brilliant, Sybil Boutilier, Lenore McDonald, <i>Jenay Cottrell</i>		
EXCUSED:		
RECORDER: Amy Dietz		
NEXT MEETING: Wednesday, July 25, 3:00 – 4:30 p.m. at 10 N San Pedro Rd.		

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>Call to Order: Chair Timms called the meeting to order at 3:07 p.m.</p> <p>Agenda Approval: Agenda was approved as written.</p> <p>Meeting Minutes Approval: The March 23, 2018 minutes were approved as written.</p> <p>Open Time for Public Expression: N/A</p> <p>Chair's Report:</p> <ul style="list-style-type: none"> • Chair Timms will be stepping down from the position of Chair of the Committee but has been asked to stay on through June. This will be brought up at the June Commission meeting. • The Age-Friendly Marin Advisory Council has been formed. Chair Timms will be serving on the Committee. They will meet quarterly, with the first meeting to take place on June 20, 2018. 	

MINUTE SUMMARY	ACTION TAKEN/RESPONSIBLE PARTY
<p>Lifecare Planning Presentation:</p> <ul style="list-style-type: none"> • Chair Timms will propose the month of January and location of Pickleweed to the Executive Committee. • Presentation to focus on the “young old” - the scenarios that might play out in your life and how to prepare both for yourself and aging parents/ relatives. <p>Area Plan Assessment:</p> <ul style="list-style-type: none"> • Dietz informed the Committee there will be a meeting of AAA Planners in mid-June to discuss the Needs Assessment. • Dietz shared the Executive Summary and methodology of the San Francisco Needs Assessment, conducted through the Dignity Fund. • The Committee reviewed assessments used by AARP Age-Friendly and that used by the AAA in 2016. <ul style="list-style-type: none"> ○ Consensus: It appears that the AAA survey is used to assess individual needs whereas the AARP Age Friendly Survey is geared towards assessing the needs of the community. ○ The two assessments may have different timelines. • The Committee reviewed the results and methods used of the last assessment. <ul style="list-style-type: none"> ○ Questionnaire format was ideal in that it was short and could be easily mailed to the AAA. ○ Top concerns were what was most quoted when discussing results. ○ Should this method be utilized again, basic analysis will be used. ○ Method for distribution was effective in that it involved providers and the community. ○ McDonald commented the County of Alameda collected less than 2,000 surveys, compared to the 3,000 surveys gathered by the AAA. • Dietz reviewed requirements and recommendations for the Needs Assessment from the California Department of Aging. <ul style="list-style-type: none"> ○ CDA recommends using a convergent approach or multiple methods of gathering information. These could include focus groups, questionnaires, Information and Assistance call data, and Census data. 	

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<ul style="list-style-type: none"> • Dietz presented information about utilizing a randomized telephone survey. <ul style="list-style-type: none"> ○ Dietz stated the purpose of conducting this type of assessment would be that the results were generalizable as they were the result of random sampling. Best practices suggest that the length of the survey not exceed 20 minutes. The existing AAA survey utilized in 2016 Needs Assessment was 16 minutes if read aloud. ○ Boutilier commented that older adults are less likely to answer the phone or answer personal questions due to publicity surrounding Elder Fraud. Recommendation that those elevated for phone calls be mailed an advance notice. ○ Consensus: Committee is in favor of utilizing this method, if there is sufficient funding. ○ Dietz obtained a price quote from company Godbe, which has been used by the County in the past. Cost of conducting survey, analysis, and report approximately \$25,000 - \$30,000. ○ Committee will await decision of upper management as to whether to pursue. • Discussion as to whether there should be two different assessments for Family Caregivers and Older Adults, or if they should be combined. <ul style="list-style-type: none"> ○ Dietz commented that this was the first time the Family Caregiver Assessment and the Older Adults Needs Assessment would be conducted in the same fiscal year. ○ The Family Caregiver RFP will be released in the coming fiscal year, whereas other are done in the subsequent year – this could impact timing of results needed. ○ Consensus: If a randomized telephone survey is used, the two should be separate. ○ The Committee will confer with the Health and Nutrition Committee as to how to conduct the Family Caregiver Needs Assessment. This may be better suited to focus groups. <p>Staff Updates</p> <ul style="list-style-type: none"> • N/A <p>Adjourned: The meeting adjourned at 4:15 p.m. The next meeting will take place on July 25 from 3:00 – 4:30 p.m.</p>	