

Minutes
Senior Services/aging in Place Task Force www.romi.gov
Monday, April 5, 2021

ATTENDEES:

Susan Anderson
Commissioner Douglas
Susan McKee
Joan Johnson
Sarah Kindinger
Paul Webb
Sue Wells

Meeting called to order at 7:01 PM.

Roll call (see above attendees)

Approval of March 1, 2021 minutes

- Commissioner Douglas indicated need to add under 5A that the appointment of Sarah Kindinger was unanimously passed
- Commissioner Douglas made a motion to approve minutes with the amended correction of section 5A; Joan Johnson seconded; unanimously passed

Approval of Agenda

- No changes to agenda
- Sue Wells made a motion to approve agenda; Susan McKee seconded the motion; unanimously passed

New Business

- Questions and Comments on Task Force Work Year one
 - Paul is focused on transportation and expressed some concern the impact that the last year has had on things like affordable transportation; relevancy of data points; asked if the task force how we want to approach changes in opinion since the data was collected
 - Joan talked about that we have gathered data and that yes things have changed but we will have experts/residents/city staff that will be able to help us determine if the data is still relevant
 - Sue McKee wondering if working groups will look at things differently based on the past year and if there is new information may influence our plan

- Commissioner Douglas talked about that we will be looking at the data with city staff and experts that can help the working groups understand the impact existing programs and services
 - Sue Wells talked about the importance to review the data with the working groups; working groups will have a different perspective as they have not been as close as the task force; acknowledged that COVID has impacted everyone's perspective
 - Sarah Kindinger recommended that each working group should be provided the raw data from the focus groups to evaluate and draw own conclusions
 - Sarah Kindinger mentioned that will need to add impacts of COVID in overall action plan
 - Paul Webb wants to ensure that working groups will work with the task force if there are any significant impacts from COVID on domain
 - Commissioner Douglas stated that public comment will also be part of the overall process as another opportunity for the working groups/task force to ensure that are working on the right things
 - Sue McKee talked about the process and this reinforces that each working group share meeting notes to the task force
 - Discussed the domain of Social Participation, Respect & Social Inclusion, Civic Participation and Employment and that we had talked about condensing the name to Community Engagement & Inclusion; group discussed and agreed that this was a great way to encompass all the different components of this domain
 - Sue McKee made a motion to change the name of the Social Participation, Respect & Social Inclusion, Civic Participation and Employment domain to Community Engagement & Inclusion; Paul Webb seconded; passed unanimously
 - Went through and each task force member identified domain that would be leading:
 - Paul Webb = Transportation
 - Joan Johnson = Housing
 - Commissioner Douglas = Communication & Information
 - Sue Wells = Public Spaces & Parks
 - Susan Anderson = Health & Community Support
 - Sue McKee = Community Engagement &
 - Sarah Kindinger = support
- Review of Insight Ad
 - Commissioner Douglas shared her screen to show the ad that was developed by Judy David's
 - Need to identify a Google Number that calls can be forwarded to
 - Sarah to be the recipient of the google calls and will listen to messages, forward to domain working group leader and respond to caller, as need
 - Commissioner Douglas to develop voicemail script
 - In addition to the InSight the Royal Oak Today will be running a half page ad

- Review of City Survey Results
 - Commissioner Douglas provided background information that survey is conducted every two years to assess city at a national level, across mid-west and throughout Michigan
 - Survey is sent out randomly selected residents, received 384 responses which is statistically valid results
 - As part of the survey, we were able to ask residents specific questions about how they prefer to receive data and any barriers
 - This information will be useful to working groups as we begin to look at actions to take and potential solutions
 - If interested in all survey results, they can be found on the City Manager's page on the website

- Next Steps:
 - Commissioner Douglas spoke to the City Manager regarding filling the Assistant City Manager position; he has extended an offer to a candidate and hoping to have them on staff in the next 30 days or so
 - This person will play a critical role in assisting with the heavy lift of clerical items for this task force
 - Talked about next steps (in no particular order):
 - Sarah Kindinger to send each person the raw notes from the focus group for their domain
 - Need to develop vision/mission/value statements for overall task force
 - Set-up working session in April for vision/mission/value statement work
 - Sarah Kindinger to send out poll to determine date for April working session
 - Create expectations for working group
 - Reach out to previous hand raisers for domain working groups
 - Set a date for kick-off session
 - Determine recommended meeting cadence for working groups
 - Ensure domain leaders are comfortable with the data
 - During kick-off meeting cover broad overview of the data
 - Identify needed roles within the working group
 - Sue McKee to send out action plan reports for group to review
 - Group to review other cities action reports and bring back elements that would like to incorporate into our own
 - Sarah Kindinger to create a year two excel document for tracking and include public comment as one of the steps
 - Create templates for information gathering for work groups
 - Establish some base norms such as language, tone, formats, etc. for working groups
 - In May host tactical working session to create foundational pieces such as templates, expectations, etc.

- **Adjourn Meeting**

- Paul Webb made a motion to adjourn; Sue Wells seconded; unanimously passed