

## **Senior Services | Aging in Place Task Force Meeting Minutes**

Monday, June 7<sup>th</sup>, 2021, scheduled for 7:00 PM EST

### **I. Call to order**

7:00 PM

### **II. Roll Call**

Facilitator Name: Sarah Kindinger, Commissioner Shar Douglas, Sue Wells, Susan McKee, Carol Schwanger, Erin Koch, Joan Johnson and Paul Webb. (All on Zoom and in Royal Oak)

### **III. Approval of minutes from last meeting**

Proposed vote on May 3rd meeting minutes- Passed

### **IV. Approval of June 7<sup>th</sup>, 2021, agenda**

Proposed and Passed

### **V. New business**

- a) Introduction of New Assistant to the City Manager, Susan Barkman
  - b) Value Statement – proposed by Susan Wells to group adopt one/create one? Do we need it? Group likes idea but did not want to settle on one today without research and thought process. Homework is to look at other cities, group will then have a shared document (ie: Google Docs) to begin designing/creating.\* Susan McKee to send 1 week reminder email before next meeting to “do your homework”\*
  - c) Review other cities elements for consideration.
- i) Sara- Favorite was Boston’s “We Envision, We Are, We Hear” with further explanations under each “We”, created action plans with timelines by years. Observed it must be easy to read, numbers better over pie charts with only colors, Action plans need timelines with due dates, better elaboration on “why’s” with measurable outcomes.
  - ii) Joan Johnson- Colorado Springs, city site name dropped the partnerships and non-profits they do work, and interfaced alongside, great report structure, “Here is what we know today”, “What we want to know more about”, “What are the gaps with an aligned action plan to achieve” New Port, Vermont, kept the cities history as for growth, showing projections from then until now and in the distant future, “How they plan to meet the changing needs, How do we blend all age groups?”, How to borrow from other cities ideas and make it work for R.O., Very important to have clear content, and easy to understand color coding.
  - iii) Sue Wells – Southfield, it was okay, Albuquerque, NM. Had a covid plan explicitly addressed, each domain had values, partners, non-profits, services, amenities, resources,

- iv) Paul – Cleveland had 20 steps followed by the areas impacted and reached back to each domain, Fishers, IN, Domain, Goal, Actions, year 1 and then grand plan for years down the road.
- v) Shar – Boston, Main documents were strong, described current processes of domain and desired domain, solid supports plus overarching goals, work groups help to find our next goals.
- vi) Susan McKee- Boston, how accessible, easy to digest, easy to understand, see goals, Southfield, too data heavy, Auburn Hills, the breakdown of action steps was helpful in reaching conclusions.
- d) Key elements to cover in next meeting. “What do our work groups look like?” (Great questions, placed in parking lot), inventory of resources, inventory of networks/partnerships ex: (Historical Society and Library), Refresher on the history of R.O., remind readers we are not going away! Share our “Why” we do these things, How do we keep and recruit more people?, AARP smart goals
- e) Wish to stick with current timeline for kickoff in September but as meetings progress and realization hits, kickoff could be pushed back as plan B, must launch this kickoff properly and not hastily, define the domain clearly, define stakeholders roles, share our data early and the lessons, ID key roles, expectations and timelines, large groups with topics then smaller group sessions, need firm dates for work groups to meet, 10-12 ppl in each work group, task force then helps organize, suggest structure, allow creative artistry, and then comeback together
- f) Action Items: Sarah K.- dates for meetings and kickoff, she will call Karen (from AARP?) tell her timeline, what to know when report will be ready
- g) Action Items: Shar- spreadsheet of city members who are experts in specific subject matter, each person with expertise can lead domain breakouts, Task force agree to be liaisons, 1<sup>st</sup> detail community needs, 2<sup>nd</sup> detail resources, 3<sup>rd</sup> detail gaps identified, (Heard, Have, Need, Gaps)
- h) Ratio of residents to experts = 50/50 and no crossover of roles, stay in your lane- Cannot be both!, Allow work groups creative design, ownership and freedoms but guide with some structure
- i) Action Item: Carol S.- To work with IT on OneDrive for “read only” access of data to Work Groups and investigate booking room/rooms space availability.
- j) AIP Task force is facilitators of workshops, separate secretaries/scribes are needed to give that job their full attention
- k) Erin K. – pictures of seniors
- l) Templates needed for working sessions.
- m) Action Items for all: Think of goals for next meeting
  - (1) Need to ID templates to present, deeper dive into schedule, and where support is needed,

(2) Susan and Sarah review data package and strategies, how to roll out, when the overall timeline, book room dates, who to invite, how to contact the people, End of July meeting- concrete decision to be made on September kickoff or postponement, Might include facilitator for task force for small mini meeting

(3) Tuesday, July 6<sup>th</sup> in person and Zoom meeting

**VI. Items not on the agenda**

a) ?

**VII. Public Comment**

a) None (No public attendees)

**VIII. Adjournment**

Facilitator Name: Sara Kindinger at 8:42 pm

Minutes submitted by: Erin Koch

Minutes approved by: \_\_\_\_\_