

Senior Task Force/ Aging In Place Meeting

Minutes - Approved

Monday, July 6, 2021

7:00 pm

1. Call to Order

Sarah Kindinger called to order at 7:04 PM.

2. Roll Call

Attendees: Sarah Kindinger, Commissioner Shar Douglas, Sue Wells, Susan McKee, Joan Johnson, Paul Webb. (All were in Royal Oak)

Absent: Susan Anderson.

Staff: Carol Schwanger, Executive Assistant, City Manager's Office; Susan Barkman, Assistant to the City Manager, Erin Koch, Interim Senior Center Activities Coordinator

3. Approval of minutes from June 6, 2021.

Motion to approve June and July notes on August

Motion by: Commissioner Douglas

Second by: Joan Johnson

Motion approved unanimously.

4. Approval of agenda for today's meeting

Sarah Kindinger and Susan Barkman to finalize method with dates for disbursement of agenda and minutes.

Agenda and meeting minutes will be sent via email, one week ahead of next meeting- To be sent by Susan Barkman.

5. New Business

a. Value Statements

- Susan McKee – Homework (H.W.) – Looked at Boston's; Generational Interdependence, Combat Ageism, Positive Impact, Coproduction, Promote Culture Driven by Citizens.
 - i. Not just citizens but also; government officials, business owners, agencies, community-driven
- Shar -- H.W. looked at R.O. Civic Foundation

i. Integrity, Strategy, Respect, Equity, Collaboration, Creativity,
Inclusion and Diversity

- Taskforce takeaways – pull in our 100 years history. “What is it that makes Royal Oak, Royal Oak?”, want it to be easy/short not paragraphs, quick to refer to, simple, don’t overarch with long paragraph/sentences, quick bullets
- Vision shared in Google Docs approved from prior meeting and approved by task force.
- Mission shared in Google Docs approved from prior meeting and approved by task force, Vision shared in Google Docs.
 - i. Mission – what we are going to do
 - ii. Value – how we achieve it = support
 - iii. Vision – what we want to accomplish
- Final review of Value Statement at next meeting August 2nd.

b. Roles within Work Groups

- Secretary for each work group
- Co-facilitator? / Chair / Leader
- Task Force Rep:
 - i. Lead meetings, manage discussions, follow parliamentary procedures, create, and share with Susan B. agendas in a timely fashion
 - ii. Vice President / Co-Chair is the city staffer assigned to the group
 - iii. Alternative – An SME or willing and capable volunteer
 - iv. Scribe – requires training. Responsible for submitting results to Susan Barkman by a hard date.

c. Templates Needed for Work Sessions

- Use AARP templates to build upon. Helps with structure and format without being too regimented
- Prefer to meet in person for work groups. No more than 20 people in each group
- Need to be clear on timelines, clear on expectations of volunteers to each group.
- October Kick-Off? Sept. seems out of reach with amount of work to do -- a bit far reaching for amount of work still to be done
- Meet every three weeks? Not too many meetings and not too few
- End of Summer 2022? Action Plan or early Fall 2022?
- Public Comment and present to City Commission

- How to analyze data – need to filter through mounds of data

6. Items not on the agenda

- Susan Anderson – missed two meetings in a row. Per city guidelines this removes her from the committee. Staff will follow up with her on notification and appeal process.
- Next meeting Aug 2 at 7:00pm in person

7. Public Comment

No public comment.

8. Adjournment

Motion to adjourn.

Motion by: Paul Webb

Second: Susan McKee

Motion passed unanimously.

Adjourn at 8:43pm.