

**Senior Task Force/ Aging In Place Meeting  
Minutes - Approved**

Monday, August 2, 2021  
7:00 pm

**1. Call to Order**

Sarah Kindinger called to order at 7:01 PM.

**2. Roll Call**

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

Absent: Sue Wells, Susan McKee

Staff: Susan Barkman, Assistant to the City Manager, Erin Koch, Interim Senior Center Activities Coordinator; Rachel Bush, CMO Fellow

**No quorum is present. The group discussed items on the agenda with no decisions being made until a quorum was present.**

**Susan McKee joined the meeting at approximately 7:30pm which met the quorum requirement.**

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

Absent: Sue Wells

Staff: Susan Barkman, Assistant to the City Manager, Erin Koch, Interim Senior Center Activities Coordinator; Rachel Bush, CMO Fellow

**3. Approval of minutes from June 7, 2021.**

Motion to approve June 7, 2021 minutes.

Motion by: Paul Webb

Second by: Joan Johnson

Motion approved unanimously.

**Approval of minutes from July 6, 2021.**

Tabled to September 7, 2021 meeting.

**4. Approval of agenda for August 2 meeting**

Motion by: Paul Webb

Second by: Joan Johnson  
Motion approved unanimously.

## **5. New Business**

### **a. Review Value Statements**

After some review and discussion, the group landed on the following statement as their values statement.

We believe the community of Royal Oak is enriched and made stronger through the full participation of all residents, recognizing the city's history and the contributions of its older residents and supporting the wellbeing of all. We will operate by the following values:

*Community-driven* - Engage with residents throughout the process to ensure that action plans address the priorities of the community.

*Integrity* - We operate transparently with the highest level of professional and ethical behavior in our endeavors

*Strategy* - We engage in strategic thinking that allows for efficient planning, objective data driven decisions, and nimbleness to meet community needs.

*Respect and Equity* - We operate justly, without discrimination, to ensure equitable access to all. We celebrate the unique attributes of individuals and treat each other with sensitivity and respect.

*Collaboration* - We seek to maximize impact by incorporating diverse community stakeholders' feedback, expertise, and resources.

*Creativity* - We encourage imaginative and innovative solutions to foster positive changes in our community.

Motion to adopt this values statement.

Motion by: Commissioner Shar Douglas

Second by: Paul Webb

Motion approved unanimously.

### **b. Review Working Group Timeline**

Overall goal is for the plan to finish by Oct. 2022 Working groups will meet once a month. First meeting have the City staff to introduce themselves and present their areas of expertise, second meeting deeper dive into the area, then hear more about work is being done and finally discussing options for how to improve.

Karen from the AARP saw the outline and timeline, they are comfortable with Oct. 2022 action plan.

Minimum of 6 meeting dates set by taskforce, workgroups can add in own meeting dates in feel necessary but not required.

**c. Review Working Group Agenda Templates – Tabled to September 7<sup>th</sup> meeting.**

**d. Review Tentative Working Group Work Sessions Dates**

Potential working group dates were presented to the group, and nobody could identify any conflicts with other community events. Staff will now work toward scheduling dates. The groups may elect to meet in-person, hybrid or virtual formats. Depending on the pandemic moves forward and the numbers, the groups should prepare to be flexible.

**e. Update on Data Analysis**

Susan Barkman – staff is working on the data analysis for the surveys, focus groups and aspiration sheets. Nobody sent negative feedback on the draft transportation summary that was sent out so we will move forward with that format.

The 2020 Census numbers should be coming out soon, so staff would like to hold onto the analysis of demographic information until that comes out to ensure we are using the most up to date data.

Staff should have all the data summaries available next month as a part of your packet. We will also be making those available to partner organizations who are interested in reviewing that as a part of their project.

**f. Information Technology Solution**

We have received a quote and getting One Drive properly configured for people to use.

**6. Items not on the agenda**

Sarah Kindinger will host a training for the taskforce members on facilitation skills before we start the working groups. Karen/AARP can provide some support in communicating and she will try to attend the kickoff meeting.

**7. Public Comment**

Janice Wagman – Treasury Office for a list of senior Royal Oak residents.

Southfield had a pamphlet that was handed out to seniors and explained what options are available if they were unaware.

**8. Confirm next meeting date and location.**

Our next regularly scheduled meeting falls on the holiday and would the group like to move it to that Tuesday, as has been done before. Next meeting:

Tuesday, September 7<sup>th</sup>.

Motion to have the meeting be in-person only.

Motion by: Commissioner Shar Douglas

Second by: None

Motion dies with no second.

Motion to have the meeting be a hybrid meeting.

Motion by: Joan Johnson

Second: Paul Webb

Aye: Sarah Kindinger, Paul Webb, Joan Johnson, Sue McKee

Nay: Commissioner Shar Douglas

**9. Adjournment**

Motion to adjourn.

Motion by: Paul Webb

Second: Commissioner Shar Douglas

Motion passed unanimously.

Adjourn at 8:40pm.