STRATEGIC ACTION PLANNING GROUP ON AGING

Committee Operating Principles

November 13, 2015

All activities of the committees are in support of the Mission and Vision, which are:

Mission: We exist to produce a comprehensive strategic action plan on aging, in order to prepare our state for the wide-ranging effects of the demographic shift in Colorado's older adult population, so that all Coloradans will age with dignity and a maximum quality of life.

Vision: Colorado will be a place where all residents can maintain a healthy, mobile and vibrant life as they age.

1. The committees are committed to open and transparent discussions and to considering a wide variety of viewpoints and data.

2. The committees will operate on a consensus decision-making model, which is defined as "Everyone understands, can live with and will support the decision" If a consensus can not be reached, the fall back decision making method is a majority vote of those present.

4. Committee members are asked to say, "Yes if…" not "no because…"

5. Committees shall ideally have 12-15 members, but no more than 20 with an eye towards diversity (geographic, cultural, political, sector). If there are public participants outside of the committee that wish to comment, opportunities will be made either via written or brief public comment to allow those individuals to offer input.

6. Committees shall establish regular meeting times to allow for better public notification and attendance by interested parties statewide.

7. Committees shall complete their initial charge and recommendations by June 2016 to ensure there is enough time for the Planning Group and statewide stakeholder feedback. Committees may be asked for additional input once the data and technical analysis is presented and reviewed as well as once the draft of the final report is prepared.

8. The charge of the committee includes:

    a. Development of focused, understandable, and measurable outcomes
        i. Prioritize outcomes to identify where to start conversation and work
            1. Paired comparison charts (sequential and strategic)
        ii. Ensure there are not too many variables in each outcome
    b. Identify data needs
    c. Identify membership
        i. 12-15 members
        ii. Seek diversity – geographic, cultural, sector, political
        iii. Seek expertise, subject matter experts
        iv. Recognizing there are limits to the size – try to differentiate between members and needed topical speakers
    d. Establish no more than 3 objectives per outcome
    e. Establish performance measures
        i. No more than 2 measures per objective
        ii. Strength – connection to the outcome, measure what matters
        iii. Feasibility of collecting that data
    f. Identify incremental targets of success (5 years, 10 years, 15 years)
        i. Performance level the committee wants to achieve
        ii. Rationale for that target
    g. Develop strategic initiatives that support outcomes
        i. Strategic initiatives have a beginning and end
        ii. Identify costs, resources, and time required of each initiative suggested (estimated)

    Terms:
    Outcomes: The changes or benefits that result from the program
    Objectives: A specific and measureable milestone that must be achieved in order to reach an outcome.
    Performance Measures: Indicates the progress being made on the objective
    Strategic Initiative: A plan of action designed to achieve an objective

9. Committee should review and be consistent with the bylaws approved by the Planning Group.

10. Committees shall work with designated Keystone staff person to accomplish the committee charge and coordinate logistics of the meetings including time, place, and agendas.