

**MINUTES**  
**STRATEGIC ACTION PLANNING GROUP ON AGING**  
**Friday, October 12, 2015**

Attendance: Claire Anderson, Rob Andresen, Donna Baros, Karen Brown, Steve Child, Dale Elliott, Doug Farmer, Susan Franklin, Christian Itin (by phone), Mindy Kemp (by phone), Eliza Lanman, Ben Moultrie, Jean Nofles, Dave Norman, Barbara Raynor (by phone), Jim Riesberg, Vicki Rodgers, Jennifer Schaufele, Sharron Williams

Others Present: Elizabeth Garner, Rich Mauro, Bob Semro (by phone), Seth Greiner, Aubrey Hasvold, Anne Meier, Cec Ortiz, Duy Pham, Ed Shackelford, Tony Tapia, Natalie Triedman

Call to Order and Roll Call

Chair Jim Riesberg called the meeting to order at 1:04 p.m. Roll was called and a quorum was present.

Approve Agenda

The agenda was approved by unanimous consent.

Approve Minutes of September 25 Meeting

The minutes for the September 25, 2015 meeting were approved unanimously.

Public Comment

There was no public comment.

Report from Solicitation Selection Committee

Jim Riesberg reported the solicitation for a Project Administrator received a good number of high quality proposals from which six were chosen for interviews. Interviews were conducted on October 8 and October 9. A team of Lorez Meinhold, Mike Saccone and Callie King of the Keystone Policy Center along with Lisa Carlson of Engaged Public was selected. The contract will be negotiated and will be processed through DOLA's contract system. He expects them to be on board by November 1.

Vote on Project Administrator Selection

Ben Moultrie moved, seconded by Steve Child to accept the recommendation. The motion passed unanimously with one abstention.

Executive Committee Report

Jim reported the Executive Committee met October 5 with the primary purpose to review RFP proposals and select those for interviews. In addition, the committee developed the Agenda for the meeting on October 12. Jean Nofles was present as a member of the RFP selection committee.

Communications and Development Planning Meetings Offer

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Bell Policy Center staff has offered to convene meetings of the Communications and Fundraising Directors of the organizations of Planning Group members, if desired. Further details will be provided at the October 26 meeting.

### Technical Advisory Committee Report

Rob Andresen reported those who volunteered to serve on the Technical Advisory Committee had not been able to find a time to meet since the September 25 Planning Group meeting.

### RFP for Research, Data Collection and Analysis

Mindy Patten and Ben Moultrie gave an overview of the draft RFP that was emailed to the members prior to the meeting. She emphasized it is a rough draft and invited comments from the Planning Group. Comments from members noted the proposal would be for both research and data collection/analysis, with an emphasis on Colorado specific information. That could be supplemented with information on what is working in other states that could be applied in Colorado. It was agreed members would send any suggestions to Mindy and Ben by the end of the week. Mindy also asked for additional volunteers to work on this. Bob Semro, Christian Itin, Barbara Raynor, Elizabeth Garner and the Executive Committee will help. A revised draft will be reviewed at the next meeting.

### Member Expertise List

Karen reported she has been compiling the information provided by Planning Group members about their areas of expertise and reviewed the attachment that was emailed before the meeting. The purpose is to help members learn more about each other and to help in selecting members for the subcommittees. She asked members who have not submitted their information to her to do so soon.

### Subcommittee Interest List

Karen also has been compiling this information and reviewed the attachment that was emailed before the meeting. The group survey was intended to gain an indication of which subcommittees should be created and member interest and priority.

### Discuss Plan of Work

Jennifer Schaufele recounted the strategic planning model (handout) Jerry Stigall presented to the Planning Group at the previous meeting. The model works through outcomes to objectives, measures, targets, and strategic initiatives. Jennifer also reviewed two handouts showing examples of how this model could be applied to an example involving the Planning Group. Members discussed how this framework could be tailored to create a strategic framework for the Planning Group (using HB 15-1033 as a starting point) and inform the decisions on which subcommittees to create. One handout identified six "Candidate Outcomes" extrapolated from the bill as an illustration. This was favorably received by the group. The group would go through this framework process to prioritize its work and the subcommittees to a workable number, while still covering the requirements in the bill.

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Jennifer asked the members if this is a model that makes sense the group and offered to make Jerry available to also help the subcommittees get organized. There were several positive responses from members. Many members emphasized the importance of making sure the group follows what is in the bill. Still, the group can decide to include issues not specifically delineated in the bill. After further discussion, Ben Moultrie moved, seconded by Dale Elliott for the Planning Group to use the strategic planning framework as presented by Jennifer. The motion passed unanimously.

### Discussion of Subcommittee Formation

Jim began the discussion by noting the group would need to set guidelines for the subcommittees, then decide which ones to create and finally to recruit not just Planning Group members but also volunteers from outside the group. The group would have an initial discussion today and continue the discussion at the next meeting. The Bylaws state, "There shall be at least three members on any subcommittee and at least one shall be a Planning Group member." Jim suggested it might make sense for each subcommittee to have a minimum of three Planning Group members. Also, the chair or convener of a subcommittee should be a Planning Group member and Planning Group staff also should staff the subcommittees. The Planning Group also will need to develop the expectations for each subcommittee and timelines.

Several members noted the importance of involving persons from outside of the metro area on the subcommittees, recognizing this is explicitly identified in the bill. Several members also expressed the opinion that using the six Candidate Outcomes discussed in the Plan of Work agenda item could provide the guidelines for determining the subcommittees. Eliza Lanman moved, seconded by Dave Norman that the Planning Group accept Claire Anderson's offer to mesh the six Candidate Outcomes with the six areas identified in the bill [Section 24-32-3404] with the understanding that the term "long term care, services and supports" is clarified to distinguish between community services and services provided in facilities. Ms. Anderson will bring the results to the next meeting for further discussion. The motion passed unanimously.

Members also discussed other committee guidelines that need to be formalized, such as frequency of meetings, meeting times, agendas and minutes, most of which is outlined in the Bylaws but can be spelled out.

### Public Comment

Ed Shackelford raised an issue regarding the pressure the aging of the population will have on the state budget in coming years, quoting a projected shortfall of \$1 billion because of growing demands for senior services. He challenged the Planning Group to reduce the projected state budget by that amount. He asserted if the Planning Group doesn't come up with a plan to address that gap, the group would have failed. This also should involve addressing medical research and technology, as well as the costs of conditions such as Alzheimer's disease. Planning Group members agreed it will be critical to emphasize programs and services that provide higher cost savings to consumers, taxpayers and governments. It was suggested a feasibility assessment should be included with each subcommittee and Planning Group recommendation.



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### Other Business

Jim reported a reporter with the Ft. Collins Coloradan had contacted him for an interview about the work of the Planning Group. Jim said he also spoke about his personal opinion on questions the reporter had regarding a recent state audit of the Senior and Disabled Veterans Property Tax Exemption. He was told to expect the article to be published on October 18.

### Next Meeting

The next meeting will be October 26, 9:00 to Noon at DRCOG.

### Adjournment

The meeting was adjourned at 3:54 p.m.