

**DRAFT MINUTES  
STRATEGIC ACTION PLANNING GROUP ON AGING  
AUGUST 31, 2015**

Attendance: Rob Andresen, Donna Baros, John Barry, Ann-Marie Braga (by phone), Karen Brown, Wade Buchanan, Steve Child, Dale Elliott, Doug Farmer, Susan Franklin, Christian Itin, Linda Mitchell, Ben Moultrie (by phone), Jean Nofles, Dave Norman (by phone), Jim Riesberg, Victoria Rodgers, Jennifer Schaufele, Sharron Williams

Members of the Public: Rita Fitzpatrick, Kelli Fritts, Bob Semro, Martin Flahive, Ed Shackelford, Liz Owens, Charley Shimanksi

Call to order

The meeting was called to order at 1:05 p.m. and a quorum was present.

Summary of August 17 Meeting

The August 17 meeting summary was presented to and accepted by the members.

Discussion and Action on Bylaws

Jennifer Schaufele led the review of the draft Bylaws. Jennifer gave a brief explanation of each section and Planning Group members provided comments. One general comment agreed to by the group was that the Bylaws did not have to repeat all the language in the bill (HB 15-1033). This was particularly the case in the section on the Purpose of the Planning Group. In most cases it should be sufficient to highlight the basic intent of a given section and include a reference to that section in the Bylaws. The Bylaws should focus more on authority and process.

It also was suggested that many of the statements in the draft Bylaws could be incorporated into an Operating Principles and Procedures document outlining the Planning Group's values.

In the section on Membership, there was discussion about what was meant by a member could be removed for "cause." Most of the comments centered on forms of non-participation and lack of engagement but also potentially misconduct and the group decided not to further define "cause." There was also a discussion of whether to allow alternates or proxies. There was agreement that alternates or proxies would not be allowed but the group acknowledged with regard to the members from the Executive Branch that the Executive Director of the particular department is authorized to designate their representative.

The discussion on Voting focused on electronic voting and what constitutes approval of a motion. On electronic voting, members distinguished between a member voting over the phone or by computer after listening remotely to the discussion – which members approved – and electronic voting between meetings – which members did not approve

(especially over concerns about open meetings rules). There also was a suggestion that votes should be by some form of a super majority. Members decided this may be appropriate when it comes time for approving recommendations and the final report but for now the Planning Group ought to establish a policy of seeking consensus, while retaining a standard majority vote process.

The Planning Group also decided to create an elected Executive Committee consisting of a Chair and Vic-Chair (as required by statute) plus three at-large members, reflected in the section on Officers.

The review of the section on Subcommittees resulted in a decision to pare down the language with a reference to the statute but also to specify subcommittees will consist of a minimum of three total members with at least one Planning Group member. They also will produce meeting notices, agendas, and minutes, and comply with all the transparency procedures of the Planning Group.

The section on the Duties of the Planning Group was another one the group felt repeated the statute in unnecessary detail. So, it was decided to reduce it to a reference to the relevant section of the bill.

The Meetings section was the longest section of the Bylaws and engendered the longest discussion. In addition to eliminating most of the language that simply repeated the statute, the group also identified language that was duplicated elsewhere in the Bylaws – such as the voting and open meetings/open records provisions – and agreed they should be consolidated. It was decided the language designating the official record of each meeting would be a document (not specifically a written document) of the minutes of that meeting, available for review by the public on the Planning Group's website. [It also was reported that the Planning Group has the opportunity to have its website hosted at [www.colorado.gov](http://www.colorado.gov).]

Further discussion of the Meetings section resulted in a decision to reduce the language to a reference to the governing statute. There was clarification that the provision for Electronic Meetings would clarify members may attend meetings electronically or by telephone, if they attend the relevant portion of the meeting before voting.

Changes to the remaining articles included changing the time requirement for submitting amendments to the Bylaws from two weeks to one week; adding to the chairperson as the sole person to communicate with third parties on behalf of the Planning Group, the chairperson's designee; and simplifying the provision on Conflicts of Interest.

The Planning Group unanimously agreed to preliminary approval of the Bylaws as amended in the preceding discussion, with the condition the members would be provided with the revised draft of the Bylaws for official approval at the next meeting.

### Election of Officers

Five members of the Planning Group – Jim Riesberg, Karen Brown, Jenifer Schaufele, Jean Nofles, and Wade Buchanan – had indicated to the rest of the group prior to the meeting their interest in serving as an officer. Eliza Lanman nominated herself from the floor for the vice-chair position seconded by Karen. Jean Nofles withdrew her nomination. Wade Buchanan nominated, seconded by Vicki Rodgers Jim Riesberg as chair. The motion was approved unanimously. Dave Norman nominated Jennifer Schaufele for vice-chair. A vote by secret ballot followed and Jennifer Schaufele was elected vice-chair. Steve Child moved Wade, Karen and Eliza be elected as at-large members to then Executive Committee. The motion passed unanimously.

### Conflict of Interest Form

Elizabeth Garner reminded the members they will need to fill out the Conflict of Interest forms and return them at the next meeting. Rich Mauro will correct the Planning Group's name in the form and email it to the members prior to the next meeting.

### Solicitation for Staff Assistance

Wade Buchanan led the review of the draft solicitation for a project manager. Wade gave a brief explanation of each section and Planning Group members provided comments. It was noted the statute requires the group to contract for a project administrator and a staff assistant. Members of the Planning Group made suggestions regarding the term of the contract (it was agreed it should run through December 31, 2015); the process for awarding the contract; direct reporting for the staff; clarification proposals can come from individuals, teams and firms; the scope of work; encouraging a diverse pool of applicants; and the timeline for issuing the solicitation. The Planning Group agreed the Executive Committee would meet to finalize the solicitation, incorporating the group's comments and then is authorized to issue the solicitation without further action from the Planning Group. Elizabeth Garner explained that once the Planning Group had finalized these details, DOLA will include the required state contract language to complete the contract.

The Planning Group agreed to lay over the agenda items regarding the Work Plan and the solicitation for research and data analysis. The Executive Committee will meet Friday, September 4 to finalize the solicitation for staff assistance, discuss agenda items for the next meeting, and identify other business.

### Next Meeting

The Planning Group agreed to move the next two meetings from September 14 and 28 to September 11 and 25 to resolve a conflict with Jewish high holidays on those dates. The meeting times will be 12:30 a.m. to 3:30 p.m. at DRCOG.

### Adjournment

The meeting was adjourned at 5:30 p.m.