

**DRAFT MINUTES  
STRATEGIC ACTION PLANNING GROUP ON AGING  
September 11, 2015**

Attendance: Claire Anderson, Rob Andresen, Donna Baros, John Barry, Karen Brown, Wade Buchanan, Dale Elliott, Christian Itin, Eliza Lanman, Linda Mitchell, Jean Nofles, Dave Norman, Jim Riesberg, Jennifer Schaufele, Sharron Williams

Others Present: Rich Mauro, Ed Shackelford, Natalie Triedman, Tasia Sinn

Call to Order and Roll Call

Chair Jim Riesberg called the meeting to order at 12:35 p.m. Roll was called and a quorum was present.

Approval of Agenda

The agenda was approved by unanimous consent.

Summary of August 31 Meeting

The minutes for the August 31, 2015 meeting were corrected by adding Elizabeth Garner, Rich Mauro and Eliza Lanman to the list of those present. The corrected minutes were approved unanimously.

The Challenge – Comments by Chair Jim Riesberg

Chair Riesberg spoke to the Planning Group about the challenges faced with the aging of the population. Mr. Riesberg noted there already are many sources of information about this and referred to a handout of useful links to aging resources:

- Colorado Department of Public Health and the Environment Data  
<http://www.chd.dphe.state.co.us/Age/Healthy-Aging-in-Colorado-Infographic.html>
- United States of Aging Survey  
<https://www.ncoa.org/news/usoa-survey/>
- National Council on Aging  
<https://www.ncoa.org/>
- National Association of Area Agencies on Aging  
<http://www.n4a.org/>
- Colorado Aging Framework  
<http://www.colorado.gov/cs/Satellite/CDHS-VetDis/CBON/1251595441191>
- Strategic Action Planning Group on Aging  
[www.colorado.gov/agingstrategy](http://www.colorado.gov/agingstrategy) and email: [agingstrategy@state.co.us](mailto:agingstrategy@state.co.us)

He referenced a statistic in the Colorado Public Health and the Environment report "Healthy Aging Plan 2015" that Colorado has the third fastest growth rate of older adults in the country. And an even more serious challenge will be that 70-85% will have some chronic disease that was preventable and will have difficulty with two or more activities

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of daily living, resulting in around three-fourths of total spending to be on chronic diseases. This suggests a real need for education about healthy living and working with communities to promote "aging in place."

He also pointed out results of the United States of Aging Survey that identified mental health services, home maintenance, transportation, and long term care as areas with growing need. The Colorado Aging Framework, among other findings, identifies a profile of the older adult most in need of assistance and support as a single woman living alone. In connection with this, it reports we are seeing fewer multigenerational households. The Governor's State of Health Report promotes prevention, wellness, access, system capacity, improving quality, and enhancing value as key goals.

Mr. Riesberg announced that progress has been made on the website, which should be operating soon, and an email address, which will be working in time to be included in the solicitation for staffing.

#### Getting to Know Us – Group Work

Chairman Riesberg passed out 3 X 5 cards and asked each member to list their reasons for applying to be on the planning group and the expertise and skills they bring to the group. He said the information will assist in determining the best use of each member's talents and their best match for the subcommittees. After the cards were filled out, he asked each member to summarize their card. He also asked the members to fill out a second card outlining the areas where they would like to see improvement and listing the subcommittees they would like to see created.

#### Final Solicitation for Staffing

Wade Buchanan reported the solicitation for staffing services is ready to be posted. Members of the Planning Group will get an email after the meeting with the solicitation attached and are asked to share it with their networks. Chair Riesberg asked for volunteers for the selection committee. Jean Nofles volunteered.

#### Approval of Bylaws

Jennifer Schaufele summarized the revised Bylaws based on comments made at the last meeting. She noted there were many changes, including deleting most provisions that simply repeated HB 15-1033 or existing statute (those were replaced with the appropriate reference). She also noted the group's discussion regarding appropriate notice. Jim recommended the two days in the draft be changed to 48 hours. This was approved unanimously. The amended Bylaws also were approved unanimously.

#### Conflict of Interest Forms

Jim Riesberg reminded the group to fill out and turn in their conflict of interest forms.

#### Executive Committee Report

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Jim Riesberg announced the next Executive Committee meeting would be on September 18 from 10 am to Noon.

Travel Expense Forms

The Planning Group discussed the travel and reimbursement forms Elizabeth Garner had emailed to the Planning Group prior to the meeting.

Schedule of Future Meetings to Year-End

The Planning Group discussed the times and locations for its meetings through the rest of the year. Jim Riesberg noted he had checked into the availability of other rooms but most either were available on an irregular basis or did not have recording and call-in capacity. He also acknowledged the preference many in the group had expressed about meeting times being midday and not meeting on Fridays. The Planning Group was undecided whether the next meeting should be September 25 or September 30. Jennifer Schaufele volunteered to send a Doodle Poll to the group for its preference with responses by Tuesday September 15. The group also discussed meeting at DRCOG on the following dates and times: October 12 (1-4), October 26 (9-12), November 9 (1-4), November 23 (9-12), and December 7 (12:30-3:30).

Discussion of Work Plan

Karen Brown volunteered to compile the preferences listed on the 3 X 5 cards and share the results at the next meeting. The Planning group also discussed possible presentations at upcoming meetings.

Discussion of Creation of Subcommittees

Jim Riesberg began the discussion suggesting the subcommittees need to start meeting as soon as possible, maybe even before the project manager is on board. It was noted HB 15-1033 requires the creation of a Technical Advisory Committee (TAC) including the State Demographer, so it seemed important to prioritize that. Karen Brown, Rob Andresen and John Barry expressed interest in being on the TAC. The group also discussed the likely timeline for the subcommittees – given the group's final report must be completed by November 1, 2016 – being that they probably would need to have their work done by May of next year.

Planning Group discussion included suggestions the subcommittees should be given a standard report format to use as a guideline and directed to submit recommendations with timelines that are measurable, including recommendations in tiers of near term and long term implementation. For which subcommittees to be created, it was suggested a review of the subcommittees suggested in HB 15-1033 (transportation, housing, workforce development, access to health care, long-term care and human services, and retirement security) and consideration of the fourteen areas the bill lists for actionable recommendations, along with the suggestions on the 3 X 5 cards may reveal areas of agreement and ways subject areas can be consolidated under a specific subcommittee.

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It was emphasized the subcommittees, like the Planning Group will face an ambitious schedule and may need to meet more than once a month. The Bylaws say each subcommittee must have at least one Planning Group member. It was suggested group members may be on more than one subcommittee and that the chairs of the subcommittees be Planning Group members appointed by the Planning Group chair.

Public Comment

Ed Shackelford commented on the difficulty in hearing the discussion. Natalie Triedman asked whether the project administrator/manager would be responsible for the data research and analysis. Jim Riesberg said there would be a second RFP for that.

Other Business

Jennifer Schaufele asked permission to have DRCOG's organizational development and strategic planning specialist present at the next meeting. The group agreed.

Next Meeting

The next meeting will be at DRCOG. The date will be decided after the results of the Doodle Poll are in and announced.

Adjournment

The meeting was adjourned at 3:22 p.m.