MINUTES
Planning Committee
Friday, November 18, 2016
1:30 – 3:30 pm
6955 Foothill Blvd. Suite 300
Oakland, California

Staff: Randy Morris, Tracy Murray, Jose Villaflor, Jee Yeong Witt

Committee Members: Donna Murphy, Karen Grimsich, Amy Gunnarson, Coco Ramirez, Carol Sugimura, Tanya Washington, Ofra Paz, Maricela Foster-Narvaez, Ruben Briones, Lillian Schaechnner, Andrea Dodge, Wendy Peterson, Dana Bailey

Community:

I. Call to Order:

Donna Murphy called to order the Planning meeting at 1:35 p.m.

II. Consent Calendar:

Motion to accept Minutes
(M) Tracy Murray
(S) Tanya Washington
Carried

III. Public Comment for items not on the Agenda:

There were no Public comments.

IV. Staffing Update:

Assistant Agency Director (AAD) Randy Morris provided the committee with a staffing update. Prior to the staffing update introductions were made around the table of those in attendance. Randy informed the committee at the last Board of Supervisors (BOS) meeting the board approved hiring the Management Analyst (MA) classification to support the ongoing efforts of the Older Adults Plan. Randy addressed questions related to the hiring process and noted that the MA is a jointly funded position of the Social Service Agency (SSA) and Health Care Services Administration (HCSA). Prior to this both agencies were not synced up in the hiring process. The announcement to hire the new MA is expected possibly as early as the week of November 21, 2016, with interviews anticipated soon thereafter.

The MA will support the work in a broad context such as develop metrics and data within the aging population. A second focus is to build more capacity for coordination between SSA and HCSA. In relation to the interview process, the committee would like input on the makeup of the hiring panel for the MA, including a recommendation for the use of non-county personnel. Area Agency on Aging (AAA) Director Tracy Murray informed the group that she would report out at the next committee.
V. **County-wide Council Discussion:**

A. **Name, Purpose, Seats, Subcommittees:**

AAA Director Tracy Murray led the discussion on the name, purpose, and bylaws. Tracy directed the group to turn to page four for a review of names and the purpose as reflected in the last meeting. She also discussed the importance of having a name prior to the BOS meeting in January 2017.

**Name**

Tracy asked the committee members for potential names for the new Council. The results are as outlined below:

1. Age Friendly Council for Older Adults - 4
2. Council for Healthy Aging.
3. Council for an Age Friendly Alameda County - 1
4. Alameda County Council for Age Friendly Communities - received the majority of votes.

There may be more work required before the BOS meeting in January 2017.

**Purpose**

Tracy led the discussion on the Purpose of the Council. Several committee members said the purpose was “good”. There was made mention to revise and/or remove “develop” within the purpose. The reframing of the purpose is as follows:

Discussion included reframing the purpose and language. Discussion at the meeting centered around keeping the following concepts:

The purpose of the Council is to coordinate efforts to affect policy and system changes that enhance the health and social well-being of older adults. The Council will engage leaders, consumers and providers to develop and sustain a community framework that fosters healthy aging.

Staff will review and bring revisions to the Planning Committee. The council’s core functions are to provide analysis, recommendations, technical assistance, and develop? Making an impact came from the committee members as well.

**Seats**

Council seats are a total of twenty three (23). See page four of October 2016 Planning meeting minutes as related to allocation of seats. The group discussed the seat for SSA Adult and Aging and reach an agreement that that seat should provide oversee staff support to the Council rather than be a voting seat. Tracy will consult with County Counsel regarding how to handle the 12 year term limit given that some seats are reserved for staff positions. Randy removed a) as a Seat in the Council. The SSA seat is only a staff to the council with non-voting rights. Seats have 12 year term limits.

There was a question in regards to the representatives from Cities. Should cities be represented within regions of Alameda County such as North, South, East, and West?
Subcommittees

Tracy continued the meeting to review job duties and subcommittees, suggesting a limit of 3-4 subcommittees for the council. Various ideas were presented for the subcommittees:

1.- World Health Organization (WHO) subcommittee
2.- Metrics subcommittee
3.- Legislative subcommittee
4.- Executive subcommittee

B. Bylaws:

The roles of the Bylaws subcommittee:
1. Age Friendly communication
2. Legislative/policy subcommittee
3. Impact subcommittee
4. Coordinate new initiatives

The Bylaws subcommittee will incorporate the feedback from the meeting, draft the revised Bylaws, and report to the Planning Committee at the December 2016 meeting.

C.B. Other Discussion

Additional issues and questions for consideration were raised by the committee. What is the role of the council related to funding, gaining resources, understanding gaps, and achieving sustainability of fundraising? How is the council structured? How will the council be sustainable? Other than “report outs” what mechanism will the council have? Tracy mentioned the idea of hosting a public forum, similar to those used to obtain feedback and ideas which contributed to the Needs Assessment portion of the Planning document, and “report out” to the BOS with an annual report on the work of Older Adults. There were also recommendations to “report out” to the cities and to track the indicators.

VI. Next Steps:

Planning Committee to reconvene on December 16, 2016.

Motion to adjourn at 3:55 p.m.
(M)
(S)
All Approved