



GOVERNOR'S ADVISORY COUNCIL ON AGING

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Ad Hoc Planning Committee Meeting Minutes

December 3, 2009

10:00 a.m. – 3:15 p.m.

Department of Health Services Lab

250 N. 17th Avenue

Phoenix, AZ 85007

According to the Governor's Advisory Council on Aging Chair, the Ad Hoc Planning Committee is charged with making recommendations to be brought forth at the full Council meeting in January. The Ad Hoc Planning Committee will convene and disband on this date. The Ad Hoc Planning Committee members are: Joyce Finkelstein, George Evanoff, Bernadine Hoffman, Bill Engler, Joe Woods.

Council Members, Liaisons, and Participants Present

Kati Bates, Bill Engler, George Evanoff (Vice Chair), Joyce Finkelstein (Chair), Bernadine Hoffman, Noreen Nickerson-Cruz, Barry Spiker, Joe Woods, Ramona Rusinak, P.J. Schoenstene, and Melanie Starns.

Council Members missing

Lynn Adler, Dana Campbell Saylor, Marilyn Johnson, and Simone Kelsh.

Council Staff Present

Cathy De Lisa, Shawn Trobia, and Claire Parriott

Guests Present

None.

Call to Order, Welcome, Introductions & Housekeeping

Council Chair Joyce Finkelstein called the meeting to order at 10:00 a.m. A welcome and introduction period followed.

- **Review of Agenda** – The Committee began with a review of the agenda. Council Chair Joyce Finkelstein outlined to the group the purpose of the meeting and identified the voting members of the Ad Hoc Planning Committee as Joyce Finkelstein, George Evanoff, Bill Engler, Bernadine Hoffman, and Joe Woods.
- **Meeting Goals/Objectives** – Council Chair Joyce Finkelstein reminded the Committee that the meeting goal was to consider recommendations for future Council Committee goals and objectives after reviewing the Council's purpose, mission, responsibilities and 2009 accomplishments.

Strategic Planning Exercise

A strategic planning exercise was conducted for the purpose of developing a team focus for the day's work.

Review Discussion and Approval as Needed

The Committee reviewed the information provided for discussion and Deputy Executive Director Cathy De Lisa reminded the Committee that the contents, including the purpose, mission, and responsibilities were provided for reference in developing recommendations for the Council.

- **Purpose of the Council per statute** –The Committee reviewed the Council's current authorizing statutes, A.R.S. § 46-184 and 46-183. Several members expressed concern that the quorum number, which is higher than a simple majority, can impact the ability of the Council to conduct business. A question was raised about the announcement of new appointments and reappointments to the Council, and Ms. De Lisa shared that no information was available at this time.
- **Mission & Responsibilities** –Council Chair Joyce Finkelstein called for comments related to Council's mission or responsibilities.
- **Sunset Review Process "Next Steps"** – Ms. De Lisa provided an overview of the Sunset Review process steps which will occur after the start of the Second Regular Legislative Session of the Arizona State Legislature in January 2010.
- **Recommendations for the Council** - *Recommendation for the Council from the Ad Hoc Planning Committee: George Evanoff moved that the Legislative and Policy Coordinating Committee be given the responsibility to build awareness of the legislation being introduced and dates of the public hearing meetings. Bill Engler seconded the motion. Council Chair Joyce Finkelstein called for a vote. The motion passed unanimously.*

Copies of these handouts are available through the Council office.

The Committee took a 10 minute recess.

2009 Draft GACA Annual Report

Cathy De Lisa, Deputy Executive Director, provided a Draft 2009 Governor's Advisory Council on Aging Annual Report. The Annual Report is due to the Governor, the Speaker of the House and the Senate President by the 15th of January each year. Ms. De Lisa asked the Committee for input related to the 2009 accomplishments and 2010 directions and stated the updated Draft 2009 Report will be brought to the Council for approval at the January 2010 meeting. A copy of the 2009 Draft Annual Report is available through the Council office.

Working Lunch

Educational Presentation: Department of Economic Security/Division of Aging and Adult Services Program Update

Melanie Starns, Liaison from the Department of Economic Security/Division of Aging and Adult Services Program (DAAS) updated the Committee on recent changes to DAAS. She informed the Committee that she will provide the new organizational chart at the January 2010 Council meeting.

Break – A five minute break was taken by the Council.

Council Committees

The Committee reviewed the information provided for discussion including the By-law Committee Description and the Standing Committees handout.

- **Review of Committee Objectives** - The Committee discussed objectives specific to each committee.
 - Executive Committee** –Council Chair Joyce Finkelstein reminded the Committee that according to the Bylaws the Executive Committee is able to assist with Council management and may need to be utilized to a greater degree in the future to achieve the work of the Council in a timely and cost-effective manner.
 - Legislative and Policy Coordinating Committee (LPCC)** – The Committee asked the Council staff to provide a list of collaborating organizations so that the Council could consider additional departments and agencies for partnerships in 2010.
 - Mature Workforce Committee (MWC)** – The Committee discussed the handout *Possible Activities for Mature Workforce Committee's Focus in 2010* and agreed that the list was comprehensive.
 - Social, Health & Alzheimer's Committee (SHAC)** – The Committee reviewed the hearing loss fact sheets and three-year oral health work plan and considered other potential topics for future SHAC efforts.

- **Discussion of Committee**

Interconnectedness - Deputy Executive Director Cathy De Lisa suggested to the Committee that the Council might consider ways to combine efforts of the committees , when appropriate, as part of future directions.

Recommendations for the Council

-**Executive Committee** – The Ad Hoc Planning Committee had no additional recommendations.

-**Legislative and Policy Coordinating Committee (LPCC)** – The Ad Hoc Planning Committee recommends:

- Clarification of current LPCC membership
- Exploration of LPCC membership expansion

-**Mature Workforce Committee (MWC)** – The Ad Hoc Planning Committee recommends that MWC prioritize activities as presented on the *Possible Activities for Mature Workforce Committee's Focus in 2010*.

-**Social, Health & Alzheimer's Committee (SHAC)** - The Ad Hoc Planning Committee recommends that SHAC work with the Governor's Office on Aging and the Arizona Alzheimer's Consortium to help actualize the afternoon sessions of the May 21, 2010 conference.

Copies of these handouts are available through the Council office.

Looking at 2010

- **Review and Discussion of the 2010 Budget Impact on the Council** – Council Chair Joyce Finkelstein reminded the Committee that the potential Fifth Special Session may

result in further cuts to DES and other agencies; cuts to DES will directly and proportionately affect the Council's budget.

- **Council Leadership Roles** – No word received on the Governor's appointments or re-appointments to the Council at this time.

Future Meeting Plan Discussion and Approval of Recommendations for the Council

2010 Meeting Dates – Council Chair Joyce Finkelstein asked the Committee to review the 2010 meeting dates as proposed by the Council staff. After noting schedule conflicts, September 23 - 24, 2010 were projected as substitution dates for September 9 – 10, 2010. *Following a review of the proposed 2010 Governor's Advisory Council on Aging Meeting Dates, Bill Engler made a motion to recommend the 2010 meeting dates, substituting September 23 - 24, 2010 for September 9 - 10, 2010, to the Council. Joe Woods seconded the motion. The motion passed unanimously.* A copy of the handout is available through the Council office.

- **Committee agenda format & time allocations** – The Committee discussed the current agenda formats and time allocation and agreed there was no need for any recommendation at this time. Council staff agreed to ensure communications with all GACA Committees clearly state that all times listed are approximate only.
- **Type & topic of desired presentations** – The Ad Hoc Planning Committee recommended the following topics for more information or presentations:
 - LPCC - Local Transit Coalition
 - SHAC – Arizona Alzheimer's Consortium, Area Agency on Aging Region One DOVES elder abuse program and the Alzheimer's Foundation

George Evanoff moved that the speaker topics be recommended to the Council. Bill Engler seconded the motion. The motion passed unanimously.

A 10- minute break was taken by the Council.

Synopsis of Day's Discussions and Recommendations for Council at January Meeting

The Ad Hoc Planning Committee discussed, reviewed and recommended to the Council the following items:

- LPCC be given the responsibility to build awareness of the Council's continuation legislation being introduced and dates of the public hearing meetings.
- Committee Recommendations-
 - Clarification of current LPCC membership
 - Exploration of LPCC membership expansion
 - The Ad Hoc Planning Committee recommends that MWC prioritize activities as presented on the *Possible Activities for Mature Workforce Committee's Focus in 2010*.
 - The Ad Hoc Planning Committee recommends that SHAC work with the Governor's Office on Aging and the Arizona Alzheimer's Consortium to help actualize the afternoon sessions of the May 21, 2010 conference.
 - The Council staff pursue speakers and presentations as suggested.
 - The 2010 meeting dates be adopted as discussed and agreed upon.

Announcements

Council Chair Joyce Finkelstein expressed her appreciation to Council liaisons and thanked the Council members for all of their work and wished them a happy new year. Council staff thanked Council Chair Joyce Finkelstein for her leadership this past year and thanked all the Council members for their commitment to the mission of the Governor's Advisory Council on Aging.

Adjournment

The meeting was adjourned by Council Chair Joyce Finkelstein at 2:55 p.m.

Next Meeting

The next meeting of the Governor's Advisory Council on Aging will be at a location and date in January 2010 to be announced. These meetings are open to the public.