



## GOVERNOR'S ADVISORY COUNCIL ON AGING

### **Executive Committee**

**Meeting Minutes**

**Thursday, December 8, 2011**

**9:00 am – 3:00 pm**

**Capitol Complex, Executive Tower**

**1<sup>st</sup> Floor Conference Room**

**1700 W. Washington Street**

**Phoenix, Arizona 85007**

#### **Executive Committee Members Present**

Charles Brown, George Evanoff, (Council Chair), Joyce Finkelstein, Anne Morrison, Noreen Nickerson-Cruz (Secretary), and Joe Woods (Vice Chair).

#### **Executive Committee Members Absent**

None

#### **Council Staff Present**

Cathy De Lisa, Deneen Dantimo, and Kim Jennings.

#### **Council Liaisons Present**

Debra Boehlke, Tammy Frazee, Dan Harrigan, PJ Schoenstene, Melanie Starns, and Wayne Tormala.

#### **Guests Present and Speaking**

Lee Begay, Tiffany Yazzie, and Virginia Brazada.

#### **Welcome, Call to Order, Housekeeping Items & Attendance Discussion**

Council Chair George Evanoff called the meeting to order at 9:01 a.m., welcomed everyone and invited the guests in attendance to join in the introductions if so desired.

Council Chair Evanoff reviewed the Governor's Advisory Council on Aging (GACA) By-Laws related to attendance with the members of the Committee and discussed the importance of attendance and the impact to the Council when a quorum cannot be achieved so meetings aren't called and held. Following a lengthy discussion, by general consensus, the group recommended GACA staff notify the Council Chair of any attendance issues and that the Council Chair address the issue with the Council member prior to reporting an attendance concern to the Governor's staff. It was suggested that the Vice Chair might take on the duty of notifying Council members of potential violation of By-Laws related to attendance. When asked about attendance expectations for those members whose terms expire at the end of the calendar year and have

made application to be reappointed, Deputy Executive Director Cathy De Lisa stated Boards and Commissions had indicated members are to serve until they receive notice from them regarding their reappointment or that a new, replacement appointment has been made. A copy of the Governor's Advisory Council on Aging By-Laws is available for review through the Council on Aging office.

### **Review of Minutes & Approval**

Following a review of the November 4, 2011 draft Executive Committee minutes, *Joe Woods made a motion to accept the minutes of the last meeting as presented; Joyce Finkelstein seconded the motion. Motion passed unanimously.*

### **Purpose of the day**

#### **Council's Purpose, Mission, and Responsibilities**

Council Chair George Evanoff reviewed the Council's purpose, mission and responsibilities as outlined in the Council's By-Laws with the group. The Council's struggle to fulfill its purpose and responsibilities resulting from the inability to achieve a quorum in order to call meetings was discussed at length.

#### **Structure of the Council (per statute)**

The members reviewed the structure of the Council as outlined in the By-Laws. It was noted and discussed by the Committee members that while 14 of 15 appointments have been made, four members have terms that expire at the end of the calendar year and several other members are not able to attend or cannot attend on a regular basis due to health concerns.

#### **2011 Priorities – goals & objectives**

Council Chair George Evanoff asked members of the Executive Committee to review each of the Council's Committee *2011 Overview* and *2012 Priorities Brainstorming Session* documents for discussion purposes. The group noted that most of the 2011 Priorities for the Committees were addressed during the past year.

A copy of the *2011 Executive Committee Overview*, the *2011 LPCC Overview*, the *2011 MWC Overview*, the *2011 SHAC Overview*, the *LPCC 2012 Priorities Brainstorming Session – November 3, 2011*, *MWC 2012 Priorities Brainstorming Session – November 3, 2011*, the *SHAC 2012 Priorities Brainstorming Session – November 3, 2011*, and the *Marketing and Outreach Task Force 2012 Priorities Brainstorming Session Specific to MWC* are all available for review through the Council on Aging office.

#### **Calendar year cycle**

Council Chair George Evanoff stated that in alignment with the appointment of the Council Chair by the Governor, appointments of Committee Chairs are made on a calendar year cycle, too. According to Council Chair Evanoff, the new Council Chair can appoint the Vice-Chair and Secretary, as well as the Committee Chairs and Ad Hoc Committees.

#### **What's ahead – budget, staffing, projects**

Deputy Executive Director Cathy De Lisa stated the Council and its staff would need to continue the frugal tack that they have been taking related to the Council's budget; however, staff travel required for Council activities, such as Senior Action Days, would need to be planned. Deputy Executive Director De Lisa also reported:

- discussions continue with the Developmental Disabilities (DD) Planning Council staff on potential summits or workshops in 2012,
- the Council and Office on Aging are not in a position to hold the traditional Governor's Conference on Aging again in 2012 as in the past; however, collaborations and potential partnering with group, such as the DD Planning Council, are being considered,
- the Office intends to maintain the three, full-time equivalents and work toward adding an intern through the Arizona Interns-in-Action program to potentially assist with special projects related to public relations, marketing and outreach,
- in addition to organizing the six committees of the Council, the staff will continue coordination of Aging 2020, working with the Planning Group that is guiding the Alzheimer's Task Force, and consider ways to partner or support issues of concern such as fall prevention, chronic disease management and injury prevention in 2012.

Ms. De Lisa stated the Office on Aging is pleased with the development of the Alzheimer's Task Force that has launched four Work Groups with more than 80 public members (total) working to address Alzheimer's priorities contained in the State Plan on Aging 2011-2014. Thanks to the collaboration between the Department of Economic Security (DES) Division of Aging and Adult Services (DAAS), the Alzheimer's Association Desert Southwest Chapter and the Arizona Alzheimer's Consortium, the work of the Task Force is receiving national attention.

## **Committee Structure**

### **Executive Committee**

Council Chair George Evanoff reviewed the structure of the Executive Committee with the group. Following a discussion of the Executive Committee, it was suggested that the Executive Committee might review and make recommendations on any needed revisions to the Council's By-Laws.

### **Legislative and Policy Coordinating Committee (LPCC)**

Council Chair George Evanoff reviewed the structure of LPCC. There were no comments.

### **Mature Workforce Committee (MWC)**

Council Chair George Evanoff reviewed the structure of MWC. After several suggestions of revisions to the MWC description, Council Chair Evanoff reiterated the intent to create a By-Law Committee to address necessary changes.

### **Social, Health, & Alzheimer's Committee (SHAC)**

Council Chair George Evanoff reviewed the structure of SHAC. Anne Morrison recommended replacing "seniors" with "older adults" not only in the By-Laws but throughout all of the Council's resource materials.

Council Chair George Evanoff asked if there was a need for any other Ad Hoc committees such as the Older Driver Safety Report Review Committee and the Marketing & Outreach Task Force; the Committee had no comments. Council Chair Evanoff stated that an Ad Hoc Committees can be moved to a standing committee, if the Council so desires.

### **Marketing & Outreach Task Force**

Council Chair George Evanoff stated the Task Force will focus on MWC marketing and

outreach, first. Once a template has been approved, the information will be shared with the other committees. Deputy Executive Director Cathy De Lisa stated the Task Force has done brainstorming linked to the MWC 2011 Priorities Sub-Committee goals specifically and the next meeting is being scheduled for January 5, 2012.

### **Older Driver Safety Report Review Committee**

Council Chair George Evanoff stated the Older Driver Safety Report will be discussed at a future meeting as the group finishes editing and adding suggested adjustments to the report and recommendations. Those stakeholders participating include the Arizona Automobile Association, AARP, and Department of Insurance. Other stakeholders encouraged to participate include the Association of Area Agencies on Aging (AAAs), Department of Public Safety (DPS), Arizona Department of Transportation (DOT) and the Motor Vehicle Division (MVD). Members of the House and Senate Transportation Committees have been invited or to send legislative staff. The members of the Executive Committee recommend the Review committee finish editing and adding suggested adjustments to the report and recommendations be forwarded to LPCC.

### **Ad Hoc**

Since the Ad Hoc group, developed to meet and work with the Governor's Commission on Service & Volunteerism, hadn't met in over a year, it was agreed by general consensus to recommend that the Ad Hoc group sunset.

10:17 a.m. – The Committee was recessed for a 10-minute break.

10:33 a.m. – The Committee was reconvened.

Council Chair George Evanoff announced that the group would have a working lunch and if guests wanted to go get lunch and bring it back, they were welcome to do so.

### **Review of Committee Input for 2012 Priorities**

#### **Executive Committee**

Deputy Executive Director Cathy De Lisa stated the Executive Committee did not hold a brainstorming discussion for 2012 Priorities prior to this date. Council Chair Evanoff stated a review of the Council's By-Laws for necessary revisions could be a priority for the Committee in 2012.

#### **Legislative and Policy Coordinating Committee**

After a review of the LPCC 2012 Priorities, LPCC Chairman Charles Brown stated the Committee would hear back from the Older Drivers Safety Report Review Committee on the final input from the stakeholders. Deputy Executive Director De Lisa suggested that since the *Legislative Update* (priority #2) is researched, produced and distributed by staff, it might be advisable to list the LPCC priority as reviewing the email newsletter and related research. Council Joyce Finkelstein stated she would research and report out to the Committee on any Pima Association of Governments special transportation projects, updates or reports as related to priority #4. In regards to Priority #6, Ms. De Lisa stated members of the Senate and House

Transportation Committees have been holding transportation forums and any information gathered from those events will be shared.

### **Mature Workforce Committee**

Council Chair George Evanoff stated the Governor's Office on Aging staff is continuing with the certification and re-certification of employers, and Kim Jennings provided an overview of the certification and re-certification process as requested. Deputy Executive Director Cathy De Lisa stated the MWC 2011 Priorities Sub-Committee had completed their follow-up survey to the One Stop staff, and had voted to recommend to the MWC and the Council that the Sub-Committee sunset in January 2012. Ms. Jennings stated the data collected is currently being compiled and will be presented at the next MWC meeting.

### **Social, Health, & Alzheimer's Committee**

Chairwoman Anne Morrison stated SHAC is moving forward on Oral Health and that Sub-Committee Co-Chair Mary Busch is working to develop a CD on oral health education. According to Ms. Morrison, a link to that information can be posted with the other oral resources on the DHS website, (Arizona DHS, Office of Oral Health, Adults and Senior Oral Health) and the CD can be distributed to adult care homes for in-house training. In regards to Priority #2, Ms. Morrison stated Respite Care is just piece of the picture and SHAC may want to broaden that; she will speak to Melanie Starns in regards to this issue. Ms. Morrison talked about the potential need for reviewing in-home services by direct care or home care workers who do not have mandated training, monitoring or the level of scrutiny required of healthcare providers. Ms. Morrison stated it might be beneficial to have a resource distribution list of people in the state to use when wanting to build support for events like Senior Action Days and recommended that the GACA staff send out the information when needed. Council Chair George Evanoff stated the issue would be the maintenance of the list. Deputy Executive Director Cathy De Lisa suggested asking the people that are currently on the Council's various Committee lists if they want to be added to a new list for this purpose. Council Chair George Evanoff recommended Ms. Morrison take a look at this subject again and include it in her 2012 priorities.

### **Planning Exercise**

Kim Jennings discussed "The Legacy Project" and the Committee members were then invited to share something about the most important life lesson they would like to pass along to the younger generation and/or something important or useful that they have learned from an elder in their life.

11:34 a.m. – The Committee was recessed for a 10-minute break.

11:53 a.m. – The Committee was reconvened.

## **Working Lunch with Liaison Updates on Agency's Planning and Priorities for 2012**

Council Chair George Evanoff called the meeting to order and welcomed the Council Liaisons who just joined the meeting. Introductions were made, to include: Dan Harrigan, PJ Schoenstene, Wayne Tormala, Melanie Starns, Tammy Frazee, Debra Boehlke, as well as the attendees from the earlier session of this meeting.

### **Arizona Department of Health Services**

Wayne Tormala, Bureau Chief, Arizona DHS, Division of Public Health Services, Bureau of Tobacco and Chronic Disease introduced himself and stated he oversees areas that include tobacco, heart disease, lung disease, HIV, AIDS, he is the Men's State Health Coordinator and oversees Wellness and Healthy Aging. Mr. Tormala stated it is his goal that every division have demonstration of resources devoted to healthy aging. According to Mr. Tormala, prevention is a focus for all ages and the five pillars focus on tobacco, nutrition, physical activity, screening, and health care management. Mr. Tormala stated they are currently looking at secondary preventions, and an aggressive campaign is forthcoming using social media with the intent that primary physicians can ask the right questions so they can provide timely intervention. There will be heavy emphasis on self management in regards to health care management based on a model from Stanford. Mr. Tormala stated these issues are economic issues, not just health issues.

### **Department of Economic Security (DES)/Division of Aging and Adult Services (DAAS)**

For 2012, Tammy Frazee stated the due date of the State Plan Strategic Objectives from the AAAs was changed to annually and will be due July 31st. She also noted that DAAS is moving towards an on-line policy and procedures manual for all of its programs. Melanie Starns stated that for 2012 DAAS will be working on a number of different things including the consolidation and replacement of two existing obsolete and no longer supported data systems for aging, contract and fiscal services. The new system will be live within 18 months. Other key 2012 activities include continuing work on the development and implementation of a Statewide Caregiver Resource Line; better publicizing the AZ Links website; offering Senior Community Service Employment Program (SCSEP) participants training as lay leaders<sup>2</sup> in Chronic Disease Management. Jennifer Ramirez is working with the collaborating with the AAAs to apply for the federal Model Approaches Grant in early 2012; organizing Arizona's activities in National Elder Law Day in May 2012; partnering with the DES Division of Developmental Disabilities (DDD) to offer evidence-based health promotion programs to clients and caregivers; and expanding statewide Senior Medicare Patrol (SMP) volunteer recruitment efforts and doing more outreach for services in rural communities and non-English speaking communities. According to Ms. Starns, GACA can assist DES and be the voice of Arizona's citizens not touched by one of the DAAS programs.

### **Office of the Attorney General**

Debra Boehlke stated the Attorney General's (AG) Office Task Force is working on presentations regarding fraud and scams. The AG's office is opening a new office in Prescott with 2-3 attorneys who will focus on Medicare/Medicaid fraud. The Consumer Protection Division is attempting to get sponsorships for more Shred-a-Thons. The AG's office is prosecuting cases and keeping focused on fraud and consumer protection issues. When asked, Ms. Boehlke stated anyone receiving email spam should report it to their server.

### **Arizona Department of Transportation (ADOT)**

Dan Harrigan introduced himself and stated he is the new ADOT Program Manager coordinating mobility programs and provided a position paper about the renewed coordination efforts in the state. According to Mr. Harrigan, the goal of mobility management is getting people to where they need to go and looking at best use or utilization of capacity vehicles. One click/one call programs, as well as the 511 Call Center is being created regionally to help people with coordination of their transportation needs. According to Mr. Harrigan, Yuma will have the One Click/One Call system established within six months and SouthEastern Arizona Governments Organization (SEAGO) is established as a brokerage to coordinate transportation in that region to non-profit organizations, which then can focus on providing services. Mr. Harrigan stated he would be willing to provide a PowerPoint presentation at the next meeting. A copy of the *Establishing a Renewed Coordination Effort in Arizona* position paper is available for review through the Council on Aging office.

### **Arizona Health Care Cost Containment System (AHCCCS)/Arizona Long Term Care System (ALTCS)**

PJ Schoenstene shared the *ALTCS Enrollment by County as of December 1, 2011* map that outlines membership by county and provider. Ms. Schoenstene referenced the map and highlighted totals per provider and county noting that SCAN is capped in Maricopa County. According to Ms. Schoenstene, while there are 51,780 ALTCS members, the program is not growing as fast as anticipated and the total does include division of developmental disability clients as well. Of the AHCCCS budget, 26-27% is ALTCS; 100% utilizers reside in assisted living and skilled nursing or receive in-home care. If members are having problems, they are encouraged to call their advocate, as members have a responsibility of making a choice. Ms. Schoenstene stated contracting process begins next month; public meeting in January, contracts will be awarded in January 2013. When asked, Ms. Schoenstene stated there is nothing in the plans for provider rate cuts. Ms. Schoenstene thanked the Council and stated Jay Dunkleberger will be the new AHCCCS liaison. The Executive Committee members thanked Ms. Schoenstene for her assistance and for her partnership to the Council over the years.

### **Area Agencies on Aging (AAAs)**

Dana Kennedy, State Coordinator, Arizona Association of Area Agencies on Aging (AZ4A) provided Deputy Executive Director De Lisa a 2011 Report from the AAAs, which was shared with the Committee. The report included information regarding the AZ4A's role at the National Lifespan Respite Conference and the Statewide Respite Summit, an upcoming report regarding best practices in home delivered and congregate meals, advocacy updates, the addition of Rosalyn Curtis as the Director for the Navajo AAA, and an update regarding the Association's strategic plan. Ms. Kennedy also provided a letter to the Honorable John Kyl dated September 23, 2011, which urged him to protect and maintain the capacity of programs that help older Americans get the support they need to age successfully at home and in their community. A copy of the 2011 Report from the AAAs is available for review through the Council on Aging office.

12:54 a.m. – The Committee was recessed for a 10-minute break.

1:10 p.m. – The Committee was reconvened.

### **Recommendations for Plans & Future Directions on GACA Committee's work in 2012**

### **Executive Committee**

Council Chair George Evanoff recommended the Executive Committee review the By-Laws for necessary revisions. Deputy Executive Director De Lisa reported that based on staffing, the office staff wished to request that an intern be secured and assigned to specifically assist with Senior Action Days should the Council decide to hold events throughout the state in 2013.

### **LPCC**

Chairman Charles Brown recommended the LPCC continue to promote improvement of transportation options for seniors, and that SHAC consider researching health insurance practices regarding hearing aids.

### **MWC**

Council Chair George Evanoff recommended the MWC continue supporting the certification and re-certification process and the work of the Marketing and Outreach Task Force.

### **SHAC**

Chairwoman Anne Morrison recommended SHAC continue the Oral Health Sub-Committee, remove the Respite Care priority, pursue marketing and outreach for this Committee and continue to investigate hearing aid coverage, receive updates and consider ways to support the Arizona Alzheimer's Task Force, and consider pursuing issues related to homecare issues. Ms. Morrison stated she would also like to see the creation of an email resource list.

### **Marketing and Outreach Task Force**

The members of the Executive Committee recommended the Task Force continue efforts to build awareness of the mature workforce initiative, to upgrade the website, and work on the tool kit.

### **Ad Hoc**

Council Chair George Evanoff recommended the Ad Hoc Committee move to Sunset because that Committee has not met for over one year.

### **Committee 2012 Meeting Dates**

Deputy Executive Director Cathy De Lisa stated that after a review of state and federal holidays as well as interfaith observations and scheduled meetings and known conferences, the 2012 meeting dates were proposed. Ms. De Lisa recommended that the 2012 Annual Planning meeting be held in early November so that GACA staff members have ample time to complete pending projects, meet end-of-year deadlines and prepare for the Council and Office on Aging's 2013 goals and objectives. A copy of the *Governor's Advisory Council on Aging 2012 Committee & Council Meeting Dates* is available for review through the Council on Aging office.

### **Meeting format, times**

Council Chair George Evanoff recommended continuing the same format times as the previous year. The Committee recommended holding the Executive Committee meetings on Fridays at 8:30 a.m.

### **Potential presentations that fit with recommendations made for Committees**

Deputy Executive Director Cathy De Lisa recommended having AAA updates and a presentation by Bio 5 at the University of Arizona (U of A). Charles Brown recommended a presentation by

the School of Ophthalmology at the U of A. Vice Chair Joe Woods recommended having another presentation from the University of Arizona Medical School, Phoenix Campus, and Council Chair Evanoff stated he will make the contact. Anne Morrison recommended having someone from the Arizona State University (ASU) speak about oral health in terms of aging, the culture of nursing, and about aging and education for nursing.

### **Discussion of Draft Annual Report**

Deputy Executive Director Cathy De Lisa asked the Committee to review the partial Draft 2011 Annual Report and provide any input to her. Ms. De Lisa reported that the Governor's Office on Aging staff have discussed changing the format, but due to lack of time, it was determined they would work on completing a format change next year and include pictures. An omission from the list of Council members was cited by Anne Morrison, and Ms. De Lisa apologized and stated much work remained on the partial draft document shared.

### **Announcements**

Deputy Executive Director Cathy De Lisa thanked Council Chair George Evanoff on behalf of the Council staff for serving as Council Chair, once again, in 2011; she stated an official Certification of Appreciation was forthcoming.

### **Call to the Public**

Lee Begay stated he would like to continue the collaboration between the Inter Tribal Council of Arizona (ITCA) and GACA. Council Chair George Evanoff thanked him for attending and his input.

### **Adjournment**

*Council Chair George Evanoff adjourned the meeting at 2:09 p.m.*

### **Next Meeting**

**The next Executive Committee meeting is scheduled for January 13, 2012 at 8:30 a.m. in the Conference Room of the Governor's Office on Aging, 1700 W. Washington Street, Suite 240, Phoenix, Arizona. Confirmed final date, time and location will be announced by Public Meeting Notice posted at the GACA's website: <http://www.azgovernor.gov/gaca/>. These meetings are open to the public.**