



## GOVERNOR'S ADVISORY COUNCIL ON AGING

### Ad Hoc Committee on Review & Revitalization and Public Relations Meeting Minutes

Wednesday, May 7, 2014  
12:00 pm – 3:00 pm  
Arizona State Capitol Complex  
Executive Tower Building  
Fifth (5<sup>th</sup>) Floor Conference Room  
1700 W. Washington Street  
Phoenix, Arizona 85007

#### **Council Members and Committee Members Present**

Tonya Watson, Committee Chairperson, George Evanoff, Lisa O'Neill, and Becky Brimhall-Lepire, Council Chair

#### **Council Members and Committee Members joining telephonically**

None

#### **Council Members and Committee Members Absent**

C.T. Wright

#### **Council Staff Present**

Cathy De Lisa

#### **Guests Present and Signing In**

None

#### **Call to Order & Welcome & Review and Approval of April 21, 2014 Draft Minutes**

Committee Chair Tonya Watson called the meeting to order at 12:03 p.m. with a welcome and requested a review of the April 21, 2014 draft meeting minutes. *Lisa O'Neill made a motion to accept the draft minutes as presented; George A. Evanoff seconded the motion; the motion passed unanimously.*

#### **Review and Discussion of SMART Goal Development Process**

Members were asked by the Committee Chair to review the SMART Goal Development Process Prioritization Discussion and Resulting Ranking form drafted by staff and shared as part of the meeting packet. The group reviewed the six (6) goals developed at the last meeting and

discussed the ranking created for the goals. After considerable discussion, by general consensus it was recommended that:

1. Goal #1 - the Council Chair would continue follow up with Council Liaisons to gather input in addition to survey responses received thus far to include in the work of the Ad Hoc group; and
2. Goal #2 - the Ad Hoc group formalizes a description or wish list of “ideal” Council members based on background, life experience, education, training or expertise and clarifies what is meant by being “engaged” in the work of the Council on Aging; staff prepares a rough draft of the wish list with assistance of the Committee Chair to distribute ahead of the next meeting; and
3. Goal #3 - a survey of Council members be conducted in advance of the July Council meeting to gather input around restructuring of meeting timeframes and committee work and best use of members time; and
4. Goal #4 - more information be collected on promotional items and the Council member survey includes ideas presented in this goal; and
5. Goal #5 - joint training and/or educational opportunities tie into the Aging 2020 broad goals; and
6. Final goal recommendations be presented to the Council for action no later than in September and creation of objectives and action steps be a focus of the November Planning meeting.

A copy of the SMART Goal Development Process Prioritization Discussion and Resulting Ranking form is available for review through the Council on Aging office.

### **Ideas for Incorporating Best Practices Identified**

Following the discussion of SMART goals, the group considered how best practices might be incorporated into the work of the committees. It was agreed by general consensus to recommend that research and review of best practices become a standing item for all committee agendas and that the Council’s work have a broader scope that includes research that could be coordinated through an Ad Hoc Research Committee.

### **Review & Discussion of Council Liaison Survey Results**

After reviewing the survey results received, the group discussed how the comments contribute directly to the work of the Ad Hoc Committee. The Council Chair agreed to conduct follow up with Council Liaisons at the May 8<sup>th</sup> and May 9<sup>th</sup> meetings to provide an opportunity for further input to the Ad Hoc Committee.

A copy of the survey results is available for review at the Council on Aging office.

### **Discussion of Council Member Survey**

The members reviewed the draft survey, created by Lisa O’Neill, and made suggestions for editing. Staff was asked to follow up with Ms. O’Neill to update the draft then gather any additional input before finalizing with the Committee Chair and distributing to the Council on Aging. The target date for distribution is June 1, 2014, and staff will collect and compile the data for review and discussion at the next Ad Hoc Committee.

A copy of the draft survey is available for review at the Council on Aging office.

### **Consensus on Next Steps of Strategic Review & Assigned Tasks**

After discussion, the group agreed by general consensus that:

- Staff would work with the Committee Chair to draft a description or wish list of “ideal” Council members based on background, life experience, education, training or expertise and clarify what is meant by being “engaged” in the work of the Council on Aging to distribute ahead of the next meeting; and
- Hard copy surveys would be provided to the Council Chair for her follow up with the Council Liaisons at the May 8 – 9, 2014 Council on Aging meetings; and
- The Committee Chair would include use of the liaison input in the report out to the Executive Committee and the full Council on May 9<sup>th</sup>; and
- Staff would ensure that copies of all the Ad Hoc Committee meetings’ draft or approved minutes (since the last Council meeting in January) would be available as part of the meeting materials for the Executive and Council meetings on May 9<sup>th</sup>; and
- Staff will include the liaison survey as an agenda item on the next Ad Hoc Committee agenda; and
- George A. Evanoff would research elder attorney representation to the Council on Aging as part of the drafting of the wish list of Council representation; and
- A tentative meeting date and time of June 24, 2014 from 10:00 am – 1:00 p.m. was proposed and staff was asked to coordinate logistics and finalize posting once date, time and location was confirmed.

### **Adjourn**

The meeting was adjourned by the Committee Chair Tonya Watson at 2:28 p.m.

### **Next Meeting**

**The date and location of any future meeting will be determined and announced by Public Meeting Notice posted at the Governor’s Advisory Council on Aging website: <http://www.azgovernor.gov/gaca/>. These meetings are open to the public.**