

Minutes of ad hoc Senior Citizen Advisory Council  
September 12, 2017  
City Hall Council Chambers  
1-3pm

Members present: Maxine Beecher, Elizabeth Ross-Holmstrom, Adele Edelman, Cathleen McDonald, Linda Best, Susan Henderson, Meredith Tipton, Sheila Szafran, Kathleen Bateau, Joan Herzog

Maxine Beecher called the meeting to order.

#### Swearing in

Members, Maxine Beecher, Adele Edelman, Cathleen McDonald, Linda Best, Susan Henderson, Meredith Tipton, Sheila Szafran, Kathleen Bateau and Joan Herzog were sworn in by the City Clerk. Russ Lunt took pictures of the group.

#### Ice Breaker

The group went around the table and introduced themselves and shared something about their background and interest.

#### Overview Aging Process

Sue Henderson did a brief overview of normal changes that occur with aging along with common chronic conditions and related these to the need for some adaptations to allow older adults to cope with these changes to live in their home communities with safety and dignity.

#### Overview domains of livability

Elizabeth Ross-Holmstrom discussed the World Health Organization's Eight Domains of Livability and how they relate to our survey. She linked domains of housing, transportation and outdoor space and building to some common concerns and also linked social participation, respect and social inclusion to some common concerns.

Elizabeth gave out a copy of the mission of the group and praised the diverse background and skills of group members. She noted that we would work as a team.

#### Duties of group

It was agreed that the facilitator for the next meeting would be chosen at the end of each meeting as would a record keeper. The agenda would be fleshed out before the meeting ended, the agenda needs to follow the time line. Minutes taken from the meeting, which would include an agenda need to be received by Marilyn Reilly by early Friday mornings so that she can have the city clerk post the material on the city web site and committee's page. Marilyn Reilly will arrange for the meeting room. It should be noted that this meeting moved from the basement conference

room to the council chambers because the noise from heavy equipment outside the wall made it extremely difficult to hear. Elizabeth will facilitate the meeting on September 28.

Meredith Tipton and Joan Herzog will serve as co-chairs of the group.

Elizabeth posted a draft of a time line on the wall, group members considered it and were content with it for now. (Draft will be included with minutes as addendum)

Dates and Times of Meetings

**Next meeting will be Thursday, September 21, at 12:30 to 2:30..**

There will be a meeting on:

**Tues, Oct 3, 12:30 to 2:30**

**Tues, Oct 17, 12:30 to 2:30**

**Tues, Oct 24, 12:30 to 2:30**

**Meeting to be in City Hall unless otherwise stated.**

The agenda for the 21<sup>st</sup> is to work on the survey and develop a draft of subcommittees

The agenda for the 17<sup>th</sup> is to continue work on the survey

The agenda for the 24<sup>th</sup> is to complete the survey and at two pm introduce the other volunteers who will have been invited by a letter sent by Elizabeth. Any names and address of interested volunteers should be sent to Elizabeth. The letter sent by Elizabeth will have a form for volunteers to have filled out and bring to the meeting.

Elizabeth distributed the draft of the survey. Meredith stated that using previously tested questions is a good practice. Sue said that we hoped to test questions on small groups such as friends, etc before printed. Literacy was discussed. The present language was felt to be at too high a level. Distribution was discussed. Adele can make a draft of distribution channels, Elizabeth said that through Triad the police have offered to help get surveys out to people they contact and Meals on Wheels may be able to help also. Sue discussed taking survey to places frequented by seniors. Meredith noted that it should be clear that the person filling out the survey is a resident of South Portland.

Addendum

Draft 2 Timeline for Goals

September 2017 to January 2019.

1. Core orientation 9/12/17
2. Core group meets to continue developing survey, 9/21/17
3. Elizabeth H. is composing introductory letter to people interested in volunteering. Letter to be sent out by 9/25.
4. Meeting of volunteers to be held in October: Orientation to program, assigned tasks of distribution of survey and plan focus groups.

5. Focus groups: focus groups made up of representative that serve elderly to give feedback on needs of elderly plus at least one focus group should be held for each voting district of the city. Focus groups completed by February 28, 2018
6. Survey should be completed by October 23
7. Survey should be printed by October 31.
8. Initial distribution of survey to start Nov. 1, 2017 and continue through February 28, 2018; completed March 1, 2018
9. Assessment of existing services: January 1 to February 28, 2018, completed March 1 2018
10. Input data into survey Monkey completed by March 31, 2018
11. Analyze results completed by April 30, 2018  
Identify gaps and determine partnerships and options to fill. June, July, August, September; Completed by September 30, 2018
12. Work on developing comprehensive strategy for communication programs and aids  
June, July, August, September; Complete by end of September 30, 2018
13. Write report with recommendations to the city: October, November; completed by Nov 30 2018
14. Printed report complete by December 31, 2018 for presentation of Council in January 2019

Recording  
Susan Henderson