

Minutes of Senior Advisory Committee February 12, 2018
City Hall Council Chambers

Meeting called to order by Maxine Beecher at 3:30

Roll call: Maxine Beecher, Susan Henderson, Marilyn Reilly, Sheila Szafran, Kylie Lyon, Bernadette Kroon, Adele Edelman, Joan Herzog, Karla Doyan, Michael Danois

Approval of last minutes: accepted as corrected to add Whitney to Focus group

Leadership: Maxine and Sue offered to take on role as co-chairs. Maxine chairing meeting and Sue taking notes, group agreed. Elizabeth will facilitate group discussions.

Meeting times: 11-12:30 Tuesdays, 2nd Tuesday of month, which will be March 13
Kathleen can schedule to make that time, we can communicate with Bernadette who will have huge task of data entry, we can meet with her as needed.

Budget: We have about \$ 585 dollars left in account. Sue said the report from Emily that says we spent \$4,339 does not include all the last post office charges. She believes that with the final post office spending, we spent, \$5, 415 which leaves \$585. However, Joan will look for the Sentry bills to confirm total add costs. Additionally, Bernadette still has to be reimbursed for the thumb drive. There is a \$60 charge at post office for 40 more surveys. Sue will pick them up.

We have a credit at printer for \$480 credit. Adele will call and confirm if ok we use later this year when we print report.

Data analysis: Bernadette and work study student have begun inputting data into Survey Monkey from the original survey. They will type in comments, and then cut and paste the last comment into Excel. Mary and scanners will ready the remaining 40surveys. Bernadette will seek help if needed. Adele will identify the source of the vendor for data base.

Focus groups: Kathy brought a document with email addresses and noted that our previous minutes said “it was indentified that ideally a group should contain 8-10 people, max. twelve. The leader should be trained and all participants should be asked the same questions. Four groups were suggested. Questions would reflect the eight domains. At the last meeting, it was agreed to have mixed groups. “

Because groups will not be homogenous, it will be the role of the facilitator to draw people out. It was noted that the time should be 45-90 minutes. Notes will need to be taken or recorded, ground rules will need to be developed.

The number of questions was discussed. Questions need to be clear, open ended (no yes or no). One resource Sue found suggested eight questions was the ideal and she proposed a question

related to each domain. Adele suggested one question that asked each person to identify the one thing they would focus on to improve.

We discussed the purpose of the focus groups. AARP says “To get information or opinion from people whose voices you want to hear.” It was noted that we did not want to ask the survey questions again, we have that data. It was suggested that we look at survey data to guide us in choosing focus questions, Bernadette noted that could bias our focus. Adele noted that we wanted to find out “the 3P’s: the providers’ perception of problems.”

It was noted by Sue that the AARP guide presents guidelines with suggestions for groups to invite and also sample questions. Kathy’s handout has the list of who to invite in the city. It was asked whether we wanted to reach out to informal caregivers like family and friends and if we did, we might reach out to them with an article in the Sentry. Other suggestions: Sue suggested a large sample of area clergy?

Members of the Focus group subcommittee: Sue, Maxine, Adele, Elizabeth, Kathleen and Michelle. This group will meet as needed to work intensely on planning so we can begin in March. It was agreed that people would send Adele questions to be considered for use in the focus group.

We need to: finalize

- identify who should be invited (input from Kathleen)
- group size
- identify number of groups needed
- develop open ended questions
- identify leadership guidelines
- identify recorder guidelines (hear Elizabeth’s idea re recording)
- name leaders and recorders, set dates, times and places for sessions (should last maximum of 90 minutes.)
- invite people and begin

Public Comments

Agenda for next Meeting

Focus group report , report re how’s it going with data, budget update and number more surveys.