



AURORA COMMISSION FOR OLDER ADULTS (ACFOA)

Monday, December 19, 2022, 9:00 a.m.

Older Adult Needs Assessment Scope of Work Creation: Workshop #4

Hybrid- WebEx Virtual Meeting
and in-person at
Aurora Center For Active Adults Recreation Center
30 Del Mar Circle, Aurora, CO 80011

MINUTES

CALL TO ORDER: By Chair at 9:05 AM

ACFOA MEMBERS PRESENT: Jeannie Davis, Chair; Sandy Thomas, Vice-Chair; Juanita Audre, Barbara Schneller, Fran Dollard, Delfina Ashley-Baisden; Commissioners.

ACFOA MEMBERS ABSENT: Frankiemae Perry and George Bain; Commissioners.

OTHERS PRESENT: Brooke Bell Director of Parks Recreation and Open Space; Ronald Roulhac, Facility Program Supervisor ACAA, ACFOA Liaison; Lori Sanchez, Recreation Program Supervisor; Nicole Ankeney, Manager of Parks, Design and Construction; Michelle Teller, Senior Planner; Steve Wolter, Director, Eppley Institute for Parks, and Public Lands; Elvia Tovar, Admin Specialist and Secretary for ACFOA.

ADOPTION OF MINUTES: No minutes approved. Scheduled to adopt minutes at the 1/9 meeting.

Needs Assessment Scope of Work Development Process, Engagement and Refinement. Steve Wolter, Eppley Institute for Parks, and Public Lands at Indiana University.

ACFOA Questionnaire

Key takeaways from ACFOA Questionnaire:

Q1 -What do you find older adults need most?

- Social connection and isolation concerns
- Transportation
- Resource navigation

Q2- What questions would you ask Older Adults related to their needs?

- Needs and challenges.



- Service, resource, and program usage.
- Enjoyment, activities, meaning making.
- Resources and support.

Q3- Have you identified any gaps in your services for older adults, and if so, how can these gaps be eliminated?

- Funding.
- Staff/Volunteers,
- Technology education and support.
- Education and information.
- Communication.
- Programming.
- Services for immigrants

Q4- How can our needs assessment help you and your organization as it relates to older adults?

- Need to see the assessment results.

How ACFOA Questionnaire informed the Scope of Work:

- Preliminary Analysis (Q1, Q2, Q4) led to several topics prioritized in first Stakeholder Interview draft question including:
 - Isolation
 - Transportation
 - Communication and information
 - Resources
- Housing, caregiver support, and collaboration were derived from COA workshops.
- Final analysis (Completed Q3) confirmed the objectives and task items that were refined from stakeholder interviews.

First Scope Revisions

- Clarified services needed to age in place in the Cost of Living and Housing domain.
- Addition of dementia related support to the Community Resources domain.
- Clarified family members as caregivers in the Support domain.
- Expanded Communication domain title to Communication and Information and added Older Adult communication preferences.
- Clarified determination of types of crimes in the Safety domain.
- Clarified that city and stakeholder policies should be based on results of the Needs Assessment
- Clarified consultant progress meetings with City and stakeholders should update boards, commissions, and other bodies in Project Management Task deliverables.
- Clarified special considerations in Public Engagement Task description.
- Added deliverable of providing interpreters to Public Engagement Task.
- Added translation of printed material as a deliverable in Develop Presentation Material Task
- Clarified large print consideration in Develop Presentation Material Task deliverables.



- Clarified Gap Analysis Task deliverable to include geographic lens.

Consultant Qualifications

Experience

- Conducting needs Analyses
- National perspective in Aging in Place concepts.
- Able to identify critical issues and services available,
- Utilize subcontractors to augment expertise.

Technical Ability

- Identify and research relevant data.
- Engage various City and public stakeholders in multiple methods.
- Collect and analyze qualitative and quantitative data and turn into actionable recommendations.
- Project management approach.

Selection Considerations

- Local knowledge vs overall qualifications.
- Flexibility to determine the best match.

Public Engagement

Discussion of Public Engagement methods

Are these accurate? Anything else?

- Stakeholder Workshops
- Visioning Workshops or Charettes
- Surveys
- Electronic polling
- Community gatherings
- Pop events
- Participation in City Events
- Other targeted methods to reach older adult populations

Should we specify or let a consultant guide?

Next Steps – ACFOA will review final draft SOW, in January, Eppley will make revision. January/February Recommendations on Final Scope by ACFOA will go to Rian/Michelle who will finish RFP full package to put out bid

REMARKS, DISCUSSION, Q&A:

- *Sandy* commented that the draft scope of work was confusing. *Juanita* stated that older adults need to be more involved. *Delfina* added that more clarity is needed on where the information is coming from. *Michelle* suggested that Stakeholders and Older Adults be more clearly defined.



Sandy agreed that definitions are needed and the SOW should follow through with those definitions.

- *Sandy* suggested adding Older Adults and unpaid caregivers to the definitions. She also stated that the draft will need more discussion and possibly will not be ready for approval at the January 9th meeting. Steve suggested an additional meeting. Sandy and Brooke agreed to have another meeting, Commissioners will decide on 1/9 when the next meeting to review the SOW will be.
- Delfina asked if Eppley can send them the materials and review, then the commissioners can meet again to discuss the Scope of Work. Michelle clarified that she and Rianwill provide the revisions by the 7th. Eppley will not be presenting in January.

TOPICS TO CONSIDER FOR NEXT MEETING:

- Update and discussion of third draft SOW

NEXT MEETING

Date and Time: TBD.

Location: Aurora Center for Active Adults and virtually through WebEx.

ADJOURNMENT

Upon motion and second, the meeting was adjourned at 10:35 AM.

Sandy Thomas, Vice Chairperson
Aurora Commission for Older Adults

Date _____

Elvia Tovar,
Administrative Specialist and Secretary

Date _____

ADOPTED _____