



AURORA COMMISSION FOR OLDER ADULTS (ACFOA)

Thursday, January 19th, 2023, 12:00 a.m.

Older Adult Needs Assessment Scope of Work Creation: Workshop #5

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 12:01 AM

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

ACFOA MEMBERS ABSENT: George Bain and Frankiemae Perry.

OTHERS PRESENT: Ronald Roulhac, Facility Program Supervisor ACAA and ACFOA Liaison; Lori Sanchez, Recreation Program Supervisor; Nicole Ankeney, Manager of Parks, Design and Construction; Michelle Teller, PROS Senior Planner; Elvia Tovar, Admin Specialist and Secretary for ACFOA.

ADOPTION OF MINUTES: No Minutes approved.

NEEDS ASSESSMENT SCOPE OF WORK FINAL DRAFT UPDATE WORKSHOP #5. Michelle Teller, Senior Planner.

Updates since workshop #4 – Requested Changes from the Commission at the 12/19/2022 meeting.

- Define the term “stakeholder” and separate out Older Adults, external stakeholders (caregivers+), and internal COA stakeholders.
- Revise public engagement’s priorities to Older Adults (not to internal/external stakeholders).
- Include requirements in the proposal to show ways consultant will reach older adults.
- Update Consultant Requirements to *require* older adult experience.
- Reword some Objectives to be clearer of the intent.
- Expand Communication and Information section to include special focus on reaching diverse groups with varying levels of abilities.
- Expand Public Engagement examples to specify older adult workshops, listening sessions and focus groups.



- Expand Deliverables under Project Management tasks to include a plan for coordination.
- Gap Analysis task to include:
 1. A demographic analysis to fully understand all older adult segments.
 2. Add specific public engagement around this topic and compare it to national and statewide information.
 3. Note Internal/external stakeholder identified gaps are included.
- Grammar edits overall.

The changes were made to today's draft for review.

DISCUSSION OF ADDITIONAL CHANGES

- *Jeannie* requested page one under Transportation that the word “personal” be added.
- *Jeannie* noted the last sentence on page eight was confusing. Other commissioners agreed. “This report should be the core of the needs assessment organized by need time with associated maps and graphics.” *Michelle* will revise this sentence for clarity.
- *Jeannie requested on page nine to change implantation to implementation.*
- *Sandy* requested on pages two and three to change “citizens” to “ residents.”
- *Sandy* requested to change sentence structure “the needs assessment should determine how lack of transportation, communication systems, and social support systems and rising cost of living impact feelings of isolation and mental health issues.”
- *Sandy* requested to change the Aurora Commissioner for Older Adults to ACFOA throughout the document.
- *Sandy* requested on page nine under Deliverables to change the word from “should” to “will.”
- *Michelle* suggested changing language from “applicable” to “ key” to be clear who will be part of the conversation. Commissioners agreed.
- *Barbara* asked on page one under Community Resources that sentence be changed to “continue to live in their own homes in Aurora. This will include financial...”
- Grammar and punctuation edits were made throughout the document.

DISCUSSION

- *Sandy* will contact Fran for her suggested changes.
- *Barbara* asked *Michelle* about the time frame for the project to be finalized. *Michelle* responded that it is estimated to take about 18 months.
- *Jeannie* asked about RFP process timing. *Michelle* responded timing depends on City Council approval, and she will have final answers by the February 6th meeting.
- *Barbara* discussed her concerns about where people go after they are unable for various reasons to stay within their homes.
- *Sandy* recognized *Michelle* and *Rian* for doing an amazing job, listening to the commissioners, and working with them.



NEXT STEPS

- Rian and Michelle will complete updates and provide the final version to ACFOA by Monday January 30th.
- ACFOA will vote on the final scope of work for the Older Adult Needs Assessment at the next ACFOA meeting on February 6th.
- At the February 6th ACFOA meeting, PROS staff will provide a brief presentation on timing and upcoming steps for the Needs Assessment.

NEXT MEETING

Date: February 6th, 2023

Time: 1:00 p.m.

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

ADJOURNMENT

Upon motion and second, the meeting was adjourned at 01:01 p.m.

Jeannie Davis, Chairperson
Aurora Commission for Older Adults

Date _____

Elvia Tovar,
Administrative Specialist and Secretary

Date _____

ADOPTED _____