

MEMO

TO: Barbara Bechtel, ADRC Chair and ADRC Governing Board Members

CC: Geri Lyday- Disabilities Services Division Administrator, Holly Davis- Department of Aging Executive Director, Karin Bachman- Disability Resource Center Manager, Kathryn Sprague- Aging Resource Center Manager

FROM: Ann McKaig, ADRC Facilitator

DATE: January 25, 2018

RE: Proposed 2018 Aging and Disability Resource Center (ADRC) Governing Board Consumer Listening Session

Background:

The ADRC Governing Board was established to assist the support the Aging and Disability Resource Center in fulfilling its mission. The state contract asks the board to perform these four duties:

- gather information about possible unmet needs of the ADRC's target populations for long term care and other services;
- report findings and recommendations to the ADRC Director, local officials, the Department, and other interested parties as appropriate;
- collaborate with other advocacy groups;
- provide well-advertised opportunities for public participation in the board's information gathering activities.

In the past, the board has hosted consumer listening sessions in the community that are facilitated by the consultant.

Staff Request: Ms. Lyday, Ms. Bachman and Ms. Sprague respectfully request that the ADRC Governing Board consider hosting at least one consumer listening session in 2018. They can offer input on planning the session(s) based on their combined experience. Getting input from the community is very helpful in providing direction to the center.

Ms. McKaig will coordinate the process, facilitate the sessions and prepare the findings. The board members can help with promoting the event and engaging the community.

Recommendation: The ADRC Governing Board is asked to consider possible dates, locations, and structure for the 2018 consumer listening session(s). It is also suggested that the board consider opportunities for collaboration.

The proposed timeline for this process is as follows:

- **February ADRC Meeting:** consider proposed 2018 listening sessions and determine possible dates, locations, themes, structure and possible partners.
- March-April: publicize the listening sessions and pursue collaboration.
- **April ADRC Meeting:** update board on process and finalize necessary details.
- May: TBD
- **June ADRC Meeting:** review findings, consider and approve how findings will be shared with all stakeholders.
- July-August: share findings as agreed upon at June meeting.
- **August ADRC Meeting:** determine if recommendations need to be made based on listening session findings
- *Fall: Possible listening session with long term care providers based on board recommendation.*

Suggested Actions for February 6, 2018 ADRC Meeting:

1. Consider and approve 2018 ADRC Governing Body Listening Session(s) process and timeline, with staff input. (Motion required)
2. Determine how board would like to participate in the publicizing and promotion of the listening session(s). (Consensus needed)
3. Begin a list of possible community partners and stakeholders to assist with publicizing, increasing participation. (Information only)

4. Direct Ms. McKaig to move ahead with the planning and coordination of consumer listening session(s). (Motion or consensus)