



Commission on Aging Executive Committee Meeting January 11, 2021

A quorum of Executive Committee members convened virtually on Monday, January 11, 2021. Members and attendees joined the virtual meeting, which was hosted on Microsoft Teams by connecting via the videoconference or conference call option (computer or telephone).

Chairman Izard verbally took roll call and Commissioners confirmed they were present by stating present.

Members Present:

Richmond Izard, *Chairman*
John Griffith, *Secretary*
Barbara Wyatt Sibley

MCDA Staff Present...Continued...

Sumaiyah Clark, *DHHS Project Manager*
Rachel Kaehny-Frank, *Aging ARC Manager*
Vonda Nyang, *Executive Assistant*

MCDA Staff Present:

Jon Janowski, *Aging Interim Director*
Shakita LaGrant, *DHHS Executive Director*

Attendees from the Public

One anonymous guest

MINUTES

- I. Chairman Izard called the meeting to order at 11:47 a.m.
- II. **Review and approval** of the May 18, 2020, and October 5, 2020, Executive Committee meeting minutes.

Motion: To approve the May 18, 2020, and October 5, 2020, Executive Committee meeting minutes

Action: Motion carried unanimously (Barbara Wyatt Sibley Moved, Izard Second.)

III. Discussion and Action Items:

A. Discussion and possible action:

1. **Update on Commission on Aging vacancies:** Jon Janowski, Aging's Interim Executive Director reported that there are currently six Commission on Aging (COA) vacancies. Shakita Fitch, Director of Community Relations, is working with the Commission to identify new Commissioners. Mr. Janowski mentioned that he has received commissioner feedback on possible potential candidates for the Executive Committee to review, he is waiting to receive the candidate

names. The County Executive's Office has pre-interviewed three Commissioner candidates in the past few months, and they are moving forward with two of those three candidates. No new appointments or reappointments will take place until the County Boards March cycle. The Executive Committee discussed the dynamics of the Commission's ordinances to ensure they are fulfilling diversity requirements for the board. Director Janowski is charged with updating the potential Commissioner contact list and distributing the revised list at the next Executive Committee meeting for members review and possible additions. Chairman Izard and Director Janowski will work together to contact potential candidates who were on the list for more than a year to see if they are still interested in being a Commissioner.

2. **COA Elections:** Commission Officer elections will take place at the next COA meeting scheduled on January 22, 2021. The Executive Committee discussed how the elections should take place in a virtual setting. The Executive Assistant is tasked to contact all Commissioners via email to ask them if they have a strong desire to have a secret ballot, or if an open election is sufficient. The former will likely be more challenging to administer due to commission technical skills. The Executive Assistant will report back to the COA Chair and Interim Executive Director to finalize the plan on holding the elections.
3. **DHHS / Aging Integration**
 - a. **DHHS/Aging Five Project Categories:** Sumaiyah Clark, DHHS Project Administrator provided a PowerPoint slide in which she discussed the five different project categories for the Aging and DHHS integration, which are 1) Infrastructure, 2) Vertical Integration, 3) Horizontal Integration, 4) Regulatory Compliance, and 5) Alignment. Ms. Clark mentioned that the diagram would help the Commission, the ADRC Governing Board, and other governing bodies understand the complexity of the work, and which aspects align to the oversight of their governing bodies. Shakita LaGrant, DHHS Director shared her PowerPoint slide to explain how the different governance boards and project team will assist the department with project planning. Director LaGrant provided a breakdown of the Project Teams members which also includes the ADRC Governing Board, the Commission on Aging, and Advisory Council. See PowerPoint slide for more information.
 - b. **Draft Logic Model:** Chairman Izard explained that at the last Executive Committee meeting in October 2020, Isaac Rowlett, the County Executive's Director of Strategic Planning invited the Commission to join the County Executive's Strategic Planning team. Chairman Izard offered to provide a draft of a Logic Model that he created for the County Executive's and DHHS strategic planning teams to use as a recommended framework for effective implementation. Both teams have reviewed and adopted concepts from Chairman Izard's Logic model to

use as they felt it was very helpful model. The Logic model prescribes inputs, outputs and outcomes of the planning process. Moreover, it establishes a framework for the County, department, division and governing bodies and to agree on an overarching theory of change for achieving desired goals and objectives. Chairman Izard and Director LaGrant continued the discussion, explaining how the processes will work and when the Commission will be needed through the strategic planning process. See Draft Logic Model for more information.

B. Action Items:

1. **Setting the January 22, 2021 Commission on Aging meeting agenda:** The Executive Committee reviewed and approved the draft agenda for the January COA meeting upon the correction of one typo and addition of a moment of silence in memory of Casper Green.

IV. Adjournment: A motion was made by Barbara Wyatt-Sibley and seconded by Commissioner Griffith to adjourn the meeting.

The next Executive Committee meeting is scheduled for February 1, 2021 at 11:45 a.m. live streamed (virtual and audio) in Microsoft teams and on a teleconference phone.

Submitted by

Vonda Nyang
Executive Assistant