



MILWAUKEE COUNTY COMMISSION ON AGING Aging Advisory Council

2022-24 Draft Area Aging Plan

Public Hearing Requirements

Before submitting the aging unit draft plan to the Commission on Aging, the aging unit must conduct one or more public hearings. Public hearings are an additional opportunity to collect feedback and comments to improve the draft plan. The aging unit should make a sincere effort to solicit participation from older adults by scheduling the hearings at times and in locations where it is convenient for the public to participate, including virtual platforms.

Public hearings are separate from the community engagement collection done prior to drafting the plan. Make reasonable efforts to give people who provided input prior to completing the draft plan an opportunity to review and comment during a public hearing. Public hearings must conform to the following minimum requirements:

Time of the Hearing

Schedule public hearing(s) to allow sufficient time for the aging unit to make any modifications or revisions to the plan based on the comments received at the hearing(s).

Public Notice

- ☐ Begin official public notification (through public notice processes) at least two weeks prior to the hearing. Public notices commonly appear in newspapers.
- ☐ Include the date, time, location, and subject of the hearing in the public notice. In addition, indicate the location and hours that the plan is available for examination.
- ☐ Post an official public hearing notice in a local newspaper and/or online newspaper publication and at least one of the following: aging unit newsletters, radio announcements, television announcements, social media, and written notices sent to agencies, organizations, and individuals known to have an interest in the plan.
- ☐ Post copies of the notice at nutrition sites and senior centers, at minimum.
- ☐ Post both written and spoken announcements in languages other than English, where appropriate.
- ☐ Include a copy of the public hearing notice in the public hearing report and attach as an appendix to the aging plan.
- ☐ Make an effort to use other sources for communication regarding the public hearing. Consider using Facebook, mailings, or flyers in grab-n-go meals or at meal sites.



Location and Number of Hearings

- ☐ Chose public hearing locations that are convenient and accessible to older adults including people with disabilities, and large enough to accommodate all who wish to attend.
- ☐ Hold hearings at several locations in the county and in conjunction with meetings of local aging organizations.
- Consider holding hearings at nutrition program dining centers, senior centers, and through virtual public meetings.
- ☐ Avoid holding hearings in conjunction with regular policy-making body and advisory committee meetings.
- ☐ Make accessibility provisions when people with hearing or visual impairments, or limited English proficiency are expected to attend.
- ☐ Consider holding virtual hearings to address public health concerns.

Opportunity for Comment

Allow adequate time at the hearing for interested parties to comment on the plan. In addition, give individuals the option to submit their comments in writing.

Summary of Public Hearing Comments

- ☐ Summarize public hearing comments and record in the [Public Hearing Report](#).
- ☐ Attach [Public Hearing Report](#)(s) to the appendices of the aging unit plan.
- ☐ Indicate changes made to the draft version of the plan as a result of input collected during the public hearing.



Milwaukee County Area Aging Plan Public Input Plan

- I. Online Feedback**
 - a. Post draft plan summary with goals on MCDA Webpage**
 - b. Invite public input online**
 - c. Post on MCDA Facebook page and ask vendor agencies to tag**
 - d. Translate the summary plan and goals in English, Spanish, Hmong, and American Sign Language and post on MCDA webpage.**

- II. Informal Feedback opportunities**
 - a. Develop a 2022-24 Area Aging Plan Goals Summary Sheet.**
 - b. Print versions for display at in person outreach events and at senior centers in Milwaukee County along with postcards for public feedback.**
 - c. Distribute flyers with Aging Plan Goals summary and opportunities for public feedback along with postcard at all meal sites, senior centers, and other outreach locations as possible.**

- III. Formal Hearings (September & October)**
 - a. Notice and hold two virtual public hearings.**
 - b. Notice and hold two in person public hearings at Milwaukee County senior centers.**
 - c. Notice and hold one in person public hearing at non-Milwaukee County senior center sites – preferably on the northwest side.**