Governor's Advisory Council on Aging (GACA)			11/20/2014	
ACTION PL	AN based on	Recommendations from		
Review &	Revitalization	and Public Relations Ad Hoc Committee		
Focus		Continue to build/strengthen relationships with state agencies, AAAs, and organizations across the	Target Dates	Responsible parties
Area 1		state dealing with aging issues	Target Dates	Responsible parties
CONADIET	-n			
COMPLETE	<u>:υ</u> Α.*	Information called a front lining and discounting (some conducted Managed Long 2014)		
	А. Т	Information collected from Liaison surveys and discussions (survey conducted May and June 2014) used		
		to help develop Ad Hoc Committee's recommendations to GACA		
TO DO				
	B.	Show importance of Liaisons at all meetings; always ask how GACA can partner/support/help	ongoing	All
		>Ask for specifics and identify whether GACA has ability to partner/support/help with no funding		
		>Liaisons please come with one-page bullets/summary		
	C.	Maintain open, two-way channels of communication	ongoing	Chair
		> Continue efforts to build two-way communication (e.g., email reminders sent from GACA Chair of		
		ongoing importance of Liaison input and ideas)		
		>Feedback to Liaisons is ongoing		
	D.	GACA Members continue to attend aging-related agency meetings/events throughout the state (when		
		invited or when meeting is public), and share updates with full council	ongoing	All
		>Continue agenda item regarding GACA members sharing of updates		
	E.	Reemphasize on-going invitation to Governor's staff to attend GACA meetings and GACA Chair joins		
		Executive Director at scheduled meetings with Policy Advisor ahead of GACA meetings	ongoing	Chair
		>Enhance effort/strong effort		
	F.	GACA Chair sends letter to Governor's staff outlining importance of Executive Director's inclusion in		
		aging related meetings including Arizona Association of Area Agencies on Aging	TBD	Chair
		>Letter - formalize (the invitation)		
	G.	Conduct stakeholder survey (via Survey Monkey online tool and personal conversations) at least		
		annually to gather feedback for GACA priorities and help measure effectiveness of efforts	annually	Staff
	H.	Support/participate in state agency programs/initiatives and activities	ongoing	All
		>Agenda item and action response		

Focus		Fully Engage all GACA Members		
Area 2				
COMPLETE	ED			
	В.	Approved GACA Member Background Wish List developed, approved then shared with Boards &		
		Commissions in September 2014		
TO DO				
	A.	Use information gleaned from Member Survey in June 2014 to improve participation of Council		
		Members		
		> Utilize information collected from GACA members to make committee and work assignments	prior to January 2015	
			Exec. Mtg.	Chair
		>More social opportunities - optional coffee/breakfast/after or before meeting		
	C.	GACA Chair and Executive Director continue introductions, sharing of information, and conversations		
		with new appointees as soon as possible following appointment to discuss expectations and confirm		
		commitment to serve on this working council	by 12/15/2014	Chair/ED
		>Continue orientation with expectations (for GACA members)		
	D.	Formal Orientation sessions will be regularly scheduled and conducted for new members and invitation	prior to January mtg.	
		issued to all GACA members; orientation must be attended by new members no later than by their third	subject to transition	
		scheduled full-council meeting (the sooner the better)	requirements	Chair/ED
	E.	Regarding each member's participation in GACA Committees:		
		1) Amend GACA By-Laws to include the following requirements of all GACA Members:	by 12/15/2014	George Evanoff
		>Make good use of Council members' time "no meeting to meet"		
		a) Must serve as an active member of at least one GACA Committee (multiple committees are		
		encouraged)	ongoing	All
		b) Must arrive prepared, and actively participate and contribute to designated GACA Committees,		
		including any work assigned between meetings	ongoing	All
		2) GACA Chair shall recommend action if members are not regularly attending or participating in Council		
		Committee meetings	ongoing	Chair
	F.	Encourage members to attend other aging-related meetings and events, especially in their part of the		
		state, and report back to GACA any pertinent news of interest and best practices	ongoing	All
		> Continued agenda item for report back on aging-related meetings, events best practices	ongoing	Staff
	G.	GACA members refer to website to ensure they are kept up-to-date when required to miss meetings	ongoing	All
		> GACA Chair to include reminders to members that they are responsible to refer to website (talk to		
		staff) to ensure they are up-to-date when missing meetings	ongoing	Chair/Staff Assistance
		>Staff enhance posting on website		
		>Idea: expand calendar posting/GACA portal		

Focus		Modify Committee Structure and Processes		
Area 3				
COMPLETED				
	B. & C.	Committee structure for 2015 reviewed and approved at September 12, 2014 GACA meeting;		
		subcommittees to be determined		
TO DO				
		Change by-laws, materials and descriptions, & website to allow for flexibility in number, name, and		Exec. Committee
	A.			reviews/Staff posts
		purpose of committees	by 3/15/2014	amendments
		(amendments to by-laws) in process (note: requires 30 days written notice)		
	В.	GACA reviews Committee purpose and structure during annual planning each year and modification		
	Б.	made as needed	annually; November	All
		> Goals & objectives established with measurable outcomes and recognition of those helping committee	January 2015	
		meet goals	committee mtgs	Each Committee Chair
	C.	Proposed committee structure for 2015:		
		1) Executive Committee [standing committee]		
		2) Legislative and Policy Coordinating Committee (LPCC) [standing committee] - Meets monthly during		
		legislative planning and legislative sessions as needed, leads greatly enhanced advocacy efforts, works		
		closely with Staff to research, track and quickly address proposed legislation, staff provides in-depth		
		analyses after reach session to GACA for development of on-going legislative priorities		
		> Committee meetings offer call-in option between Council meeting months		
		>LPCC focuses on Senior Action Day, Legislation		
		3) Aging in Community (AICC) [standing committee] - to include Alzheimer's, workforce and		
		transportation issues; meets bimonthly or scheduled to coincide with GACA meetings		
		a) Alzheimer's Subcommittee [standing subcommittee - to adhere to statutory mandate for GACA]		
		b) Transportation Issues Subcommittee		
		- Other subcommittees may be formed by AICC as needed		
		4) Other committees would be formed by the Executive Committee as Special or Ad Hoc Committees or		
		Task Force such as research for standing committees related to best practices or as special committee.		
		> Housing topic; help committee members with change		
	D.	Hold all Council and Committee meetings on same day, e.g., all on Fridays		
		1) Better use of time by staff, liaison and members		
		* Proposed timing:		
		8:30 a.m. Legislative and Policy Coordinating Committee (LPCC)		
		10:15 a.m. Aging in Community Committee (AICC)		
		12:00 p.m. Executive Committee (other GACA Members have lunch break)		
		1:00 p.m. Full GACA meeting		

	> Keep flexibility in scheduling (to help GACA achieve required quorum) *approved changes 1/9/15		
	> Save the date information to committees with new times/focus	by 11/30/14	Chair/Staff
E.	Improve how committees operate and their effectiveness		
	1) Update and clearly outline mission and goals; review at beginning of each meeting	ongoing	Committee Chairs
	2) Orientation of Committee Chair; avoid duplication of information, effort & reporting; remind of	by 01/31/15;	
	minute posting on website	as needed	Chair
	> Training provided for all Committee Chairs, including tip sheet on conducting meetings		Lisa O'Neill/ Melinda
		TBD	Preston
	> Annual orientation for all Committee and Subcommittee Chairs conducted prior to (sub)committee's		
	first meeting of the year		
	3) Develop well-defined responsibilities for members, liaisons and staff		Lisa O'Neill/ Melinda
		TBD, by 1/15/2014	Preston
	a) Each member will come to meetings fully prepared and expected to actively participate	ongoing	All
	b) When appropriate, homework (work to be completed between meetings) is assigned	ongoing	Committee Chair
	> Committee Chair delegates tasks		
	4) Share best practices on a regular basis - national, statewide, regional, etc.	ongoing	All
	> Best practices are researched and used for committee projects and shared with full Council		
	5) create measurable outcomes for each committee and use timelines to keep on track	ongoing	Committee Chair
	> Staff provides a dashboard at each meeting to help track progress and deadlines		
	6) When possible, schedule time for networking	ongoing	Committee Chair
	7) Stick to agendas and timelines; GACA members guide Open Meeting Law adherence	ongoing	Committee Chair
	8) Tip sheet created by GACA Chair and E.D. on how to conduct a meeting		
		by 1st Chair orientation	Chair/ED/Lisa O'Neil
	9) Each committee maintains active, ongoing research efforts, as a standing agenda item and/or		
	subcommittee, to research and share relevant publications, laws and programs	ongoing	All
	> Establish committee goals and objectives with measurable outcomes; review during each meeting		

Focus		Increase awareness of GACA throughout the state		
Area 4		include awareness of order throughout the state		
7				
COMPLETED)			
	<u>-</u> Е.	Ad Hoc Committee carefully considered data from 2013 Senior Action Days when developing recommend	ations	
TO DO				
	A.	Develop a consistent message and branding for GACA		
		>Executive Committee recommends PR group (Ad Hoc/Task Force)		
		> Create and begin to implement an approved formal Public Relations Plan by Ad Hoc Committee or Task		
		Force		
	В.	Obtain promotional items (e.g., buttons, notepads)		
	C.	Develop one concise "elevator speech" which staff and members use frequently		
		>Ideas of palm card, tent business card with all information - elevator speech, website, priorities, contact		
		information, mission and purpose		
		> Include media/social media in PR Plan		
		> Issue press release when appointments made		
	D.	Offer a speakers' bureau made up of members and staff (as able) and offer programs to constituent		
		groups statewide		
	Ε.	Enhance outreach through Senior Action Days		
		1) Work to increase attendance by constituents, legislators and government officials as well as aging		
		service providers and advocates		
		2) Actively share data gathered		
		3) Use data gathered to form GACA Committee goals and establish timelines		
		4) Include former GACA members/liaisons, committee members (alumni)		
		>Governor announces Senior Action Days; Governor's proclamation & local proclamations		
		>Policy Advisor attends Senior Action Days		Volunteers: Doyle
		>Partner with DAAS State Plan on Aging forums for Senior Action Day PR		Meredith, Teresa
	F.	Make concrete plans for reinstituting a biennial Governor's Conference on Aging sponsored by GACA		Lopez, Trudy Schuett,
	G.	Create a formal Public Relations Plan by Special or Ad Hoc Committee	by 5/15/2014	Allison Perrin/TBD
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Focus		Conduct joint training and educational opportunities about aging issues in Arizona with other		
Area 5		agencies and aging-related organizations around the state		
COMPLETED	<u> </u>			
	A.	Requested liaisons and other stakeholders consider GACA for joint workshops, seminars, "mini"		
		conferences (with eyes on bigger conference later) made at September 12, 2014 meeting and invited		
		them to report on such possibilities during their report outs to GACA at November 6, 2014 meeting.		
		Requests should be reiterated periodically.		

		>(Ideas of) Arizona Department of Health Services/ADHS conference on healthy aging; Maricopa		
		Association of Governments/MAG Arizona Age-Friendly Communities conference (as potential		
		partnerships)		
TO DO				
	В.	Achieve full member involvement/engagement by helping arrange speakers, venues, publicity	ongoing	All
		>Council members input in programs		
	C.	Promote GACA purpose, mission, activities; PR Group	by 5/31/15 or before	TBD
	D.	Include former GACA members/liaisons/committee members (alumni)	ongoing	All
Focus		Organize an even-numbered year Summit of statewide aging officials and leaders, alternating with		
Area 6		Senior Action Days during odd-numbered years		
COMPLET	<u>'ED</u>			
	A.	Initial idea was shared at GACA's 2014 July and September meetings		
TO DO				
	B.	Determine how GACA can collaborate to achieve their goals	ongoing	All
	C.	Include former GACA members/liaisons/committee members (alumni)	ongoing	All
* Formatt	ing Note: To faci	litate today's discussion, these bullets correspond to those used in this list of Ad Hoc recommendations		
approv	ed at the Septem	nber 12, 2014 GACA meeting. Future versions of this document will be renumbered to improve clarity.		