



Clark County Commission on Aging  
Webex Remote Meeting  
Vancouver, Washington

## Annual Retreat Notes

Wednesday, June 20, 2022

3:15 p.m. – 6:00 p.m.

Members Present: Chuck Green (Chair), Franklin Johnson (Vice Chair), Sue Cameron, Cass Freedland, Amy Gross, Meghan McCarthy, Mel Sanchez Larry Smith

Absent: Tanya Stewart

Staff: Susan Ellinger and Jenna Kay, Community Planning

Guest: Donna Sinclair – Group Activities Facilitator

### 1. Welcome & introductions

- Chuck welcomed all attendees, requested an addition to agenda item two regarding COA liaisons and introduced Donna Sinclair, the volunteer facilitator for the meeting.
- Icebreaker activities
  - Donna welcomed the two new members, Mel and Sue.
  - The group participated in a round of introductions and icebreaker questions.
- **CoA at 10-years!**
  - Staff gave a presentation about some of the accomplishments of COA in its first 10 years.
  - Mel asked for additional details on the accessibility accomplishment.
    - Jenna explained that the focus in 2016 was on housing for older adults. COA produced the [Universal Green Design Idea Book](#) which includes simple, proven ideas to make any home more comfortable for a wide range of people. They also promoted and continue to promote the concept of visitable housing.
    - Mel outlined some of challenges for residents of a care facility in Battle Ground that are adjacent to a commercial area that has no sidewalk connection. This limits their ability to access the commercial area.
    - Chuck explained that the Battle Ground Non-Motorized Transportation Action Plan was recently approved. He explained that the area that Mel described is a priority project in the plan. More information is available on the city's website [here](#) and on the county's website [here](#).



For other formats, contact the Clark County ADA Office  
Voice 360.397.2322 Relay 711 or 800.833.6388  
Fax 360.397.6165  
Email ADA@clark.wa.gov



## 2. 2021 mid-year check-in

- How is the focus topic on Innovation through Connection going?
  - Members discussed the following:
    - The Innovation through Connection topic is important, since COA continues to hear that older adults are experiencing difficulty making connections. The challenge will be helping to spark innovation for organizations as they move forward.
    - The topic of meetings with “packed agendas” was discussed and the need to balance making progress while also making the meetings viable. Updating the Aging Readiness Plan also needs to fit in.
    - Some members have held back on questions due to the time restrictions.
    - The desire for the time to allow more discussion so members feel free to ask questions was expressed.
  - Suggestions included:
    - Implementing overall better time management and working with guests to stay within the timeframes.
    - Taking out routine/protocol items that tend to slow the meetings down.
    - Starting work sessions earlier, at 3 pm.
    - Limiting the number of substantive items in a work session to provide more time to drill down/take advantage of guest’s expertise.
    - Preparing guests to speak on specific topics rather than the breadth of the overall work that they do.
    - Rather than having additional guests or speakers, requesting video introductions to organizations that are a set length, with links to the videos on the website to provide more information about organizations not represented by guests.
    - Encouraging the speakers to summarize and provide succinct information to help stay within the time frames
  - **Decision:** There was overall support for reducing the number of agenda items for work sessions and meetings to allow for additional conversation, particularly with fireside chat guests. There was also support for working with guests so they provide succinct information and understand what specific topics COA is interested in rather than discussing the overall breadth of the work that they do. No meeting time change was confirmed.
- Liaison communications and feedback
  - Amy discussed the orientation she received as a part of her position on the Public Health Advisory Committee, outlining how she has represented older adults.
  - Suggestions for how liaison reports would be handled in the future were discussed.
  - **Decision:** If there is a topic that another group is requesting feedback on or that the liaison thinks is important for COA members to know about, the liaison will request five minutes on the work session agenda before the first Wednesday of the month and bring that topic to COA for comment/reflection.

## 3. Aging Readiness Plan Update and Planning for 2023

- Susan and Jenna provided background information about their department capacity constraints and the need to keep the workload for staff at a consistent level even with the addition of the ARP Update project. They also displayed the pre-retreat survey responses regarding this topic.
- **Decision:** The members discussed and provided general support for the following:
  - Holding the ARP Update public forums during the regular COA meeting time and dovetailing the topic of those COA meetings with the ARP Update.

- Holding some of the public forums in locations other than the Public Service Center such as at the City of Vancouver, Battle Ground or Ridgefield facilities. These meetings will not include a work session, rather they will be one longer meeting/public forum.
- This would allow COA to potentially reach new people and get useful feedback for the plan update.
- Having the focus of 2023 be community engagement. Work with consultants to determine how we can combine this topic with the ARP Update.
- Having the subcommittee assist staff with the ARP Update and other 2023 meeting topics. Subcommittee volunteers are: Chuck, Franklin, and Sue.
- The members also discussed that when decisions are made by COA, they need to discuss the impact of the decisions on staff time and resources.
  - Staff expressed some concern about the ability to do hybrid meetings in remote locations.
  - Members may need to increase their participation to keep workload for staff at a consistent level.
  - The details of implementing these ideas will need to be worked out with COA, staff and the consultant as we move forward.

#### 4. Meeting purpose, format, etc. (How to prevent marathon meetings)

- Most of this topic was discussed above under number two, the mid-year check-in.
- Jenna asked if the addition of the program highlights adds or subtracts to the meeting content based on the discussion about “packed agendas.”
- The program highlight is already scheduled for July. Members discussed if the program highlights should be scheduled for future meetings.
- **Decision:** There was general support for streamlining the number of agenda items, putting importance on the ARP Update, giving additional time to the fireside chat to allow more in-depth Q & A, and stopping the program highlights after the July meeting.

#### 5. Confirm plan for 2022 recommendations on Innovation through Connection and Survey Results

- Staff presented the method by which COA has developed the yearly recommendations in the past and asked if members wanted to maintain the plan or make changes.
- Members felt there were good discussions and comments from the city councils on the 2021 report and that making presentations to the city councils is important to keep COA on their minds and let them know what COA can do for them.
- **Decision:** there was general support for using the same approach as previous years, including:
  - Throughout the year: members will continue to debrief after each meeting and staff will record debriefs in the meeting notes.
  - Early fall: staff will draft recommendation ideas based on notes from the year.
  - Mid- to late-fall: commission reviews, revises, and approves recommendations.
  - Early 2023: Commission will present the recommendations to the County Council and cities.
  - Commission will need to discuss the format the presentations will take for the 2023 report out due to the focus of the year including the ARP Update.

#### 6. Leadership roles and liaisons

- Jenna outlined the plan for elections that will be held at the July meeting.
- Since Chuck has been chair for two years, he encouraged other members to consider the position.

- Jenna outlined the groups to which COA has current liaison representatives, and each current liaison described the duties.
- Public Health Advisory Committee (PHAC)-Amy is really enjoying this role, but only has one year left on her term on COA. The PHAC representative is for a COA member or someone from the aging community.
- **Action Item:** Before Amy leaves COA, the group will need to discuss the above issue.
- Aging and Disabilities Resource Network (ADRN)-Cass is the current liaison and would like to continue in this role unless someone else is interested.
- AAADSW Advisory Council-Sue is a member of the AAADSW Advisory Council and would be happy to report back to COA on their activities. If another commission member is interested in attending these meetings as an audience member, Sue can introduce them to the group.
- Accessible Transportation Coalition-Chuck is the current representative and would like to continue unless someone else is interested.
- **Action Item:** If other members are interested in filling any of these roles, please let the group know at the July meeting.

## 7. Closing

- The members outlined what they are looking forward to in the next year.

**Adjournment:** The retreat adjourned at 5:51 pm.

**Next Meeting:** July 20, 2021 – 3:15 pm.

***The Clark County Commission on Aging provides leadership in community engagement and advocacy of Clark County's Aging Readiness Plan, especially for those 65 and over who plan to age in place.***