AURORA COMMISSION FOR OLDER ADULTS (ACFOA)

Wednesday, November 30, 2022, 9:00 a.m.

Older Adult Needs Assessment Scope of Work Creation: Workshop #3

Hybrid WebEx Virtual Meeting
and in-person at
Aurora Center For Active Adults Recreation Center
30 Del Mar Circle, Aurora, CO 80011

MINUTES

CALL TO ORDER: By Chair at 9:03 AM

ACFOA MEMBERS PRESENT: Jeannie Davis, Chair; Sandy Thomas, Vice-Chair; Fran Dollard, Juanita Audre, and Barbara Schneller.

ACFOA MEMBERS ABSENT: Delfina Ashley-Baisden, Frankiemae Perry, and George Bain

OTHERS PRESENT: Brooke Bell, Director of Parks Recreation and Open Space; Ronald Roulhac, Facility Program Supervisor ACAA and ACFOA Liaison; Lori Sanchez, Recreation Program Supervisor; Nicole Ankeney, Manager of Parks, Design and Construction; Michelle Teller, PROS Senior Planner; Rian French, PROS Project Manager; Steve Wolter, Director, Eppley Institute for Parks and Public Lands; Layne Elliot, Project Manager, Eppley Institute for Parks and Public Lands; Elvia Tovar, Admin Specialist and Secretary for ACFOA.

ADOPTION OF MINUTES: No minutes approved. Scheduled to adopt minutes at the ACFOA 1/9 meeting.

SPEAKERS:


Engagement and Refinement
Review of first draft Scope of Work
● Commission Workshops and Stakeholders
Needs Assessment RFP Process

RFP outline:

- **Project Summary** - Description of the project and overall goal
- **Background** - Justification for the project
- **Objectives** - Specific action areas to achieve the project goal
- **Public Engagement** - Overview of public engagement expectations.
- **Project Management Team** - City of Aurora and consultant
- **Project Vision Team** - Expectations for creating a collaborative vision team to advise and inform
- **Stakeholder involvement** - Expectation of key stakeholders to involve
- **Product** - Expected final product to be delivered by consultant
- **Schedule** - Timeline for completion of each phase of the project.
- **Tasks** - Detailed description of tasks to be undertaken by consultant and resulting deliverables
- **Consultant Requirements** - Desired qualifications of the selected consultant

Research and Analysis Methodology

- Needs assessment benchmarks
- ACFOA survey
- ACFOA workshops (10/10 & 10/31)
- Stakeholder interview questions
- Preliminary Consultant qualifications
- Draft Scope of Work
- Refine Consultant qualifications

Stakeholder Interviews

- Cost of living, including housing, is rising rapidly in Aurora and Colorado
- Isolation increased during COVID and still a critical problem
- Transportation network does not reach all parts of quickly growing city
- Communication and outreach about services and resources for Older Adults is inadequate
- Policymakers are more reactive than productive
- Support for caregivers is minimal
- Consultant should be more familiar with Older Adult issues vs Aurora itself

**Objectives**

*Objectives outlined in RFP*

**Aging in Place**

- Cost of living and housing
• Transportation
• Community Resources

Healthy Living
• Mental Health/Isolation
• Physical Health
• Caregiver Support
• Medical Care

Community Connections
• Social Participation
• Communication
• Information and Safety

Tasks:
1. Review relevant planning documents, community demographics, and other source material
2. Project Management
3. Public Engagement
4. Develop Presentation Material
5. Gap Analysis
6. Implementation Strategies
7. Develop Draft Needs Assessment
8. Develop and adopt Final Needs assessment

Consultant Qualifications:

Experience
• Conducting needs analyses
• National perspective on Aging in Place concepts
• Able to identify critical issues and services available
• Utilize subcontractors to augment expertise

Technical Ability
• Identify and research relevant data
• Engage various City and public stakeholders in multiple methods
• Collect and analyze qualitative and quantitative data and turn into actionable recommendations
• Project management approach

Selection Considerations:
• Local knowledge vs overall qualifications
• Flexibility to determine best match

Next Steps – ACFOA review draft scope by 12/12; Scope revisions; 12/19 workshop Final presentation.

REMARKS/DISCUSSION/Q&A:

• **Jeannie** asked Layne what he learned from stakeholder interviews in regard to isolation and transportation issues in Aurora. **Layne** responded: the cost of living is increasing, policymakers are not being proactive, and resources and networks broke down during COVID. Adequate transportation in a growing city is a concern because it feeds into isolation and not being able to get to places where there are programs for Older Adults.

• **Jeannie** asked Layne if there was any information or comments from stakeholder interviews in regard to caregiving. **Layne** responded: support for caregivers is very minimal. If the provider can make more money doing something else, they will not stay in jobs as caregivers for families because of cost of living. Home health care is broken and is a national issue. **Jeannie** asked whether caregiver support and isolation should be something the prospective consultant will need to look into. **Layne** agreed that the consultant needs to be aware and ready to explore those issues.

• **Sandy** asked if Layne was able to interview groups that work with minorities. **Layne** answered yes (not knowing who they were). But by interviewing them he gathered that at least a couple of them did.

• **Barbara** commented that there is a need to interview more stakeholders with diversity in the Older Adult community. **Sandy** commented: the question is whether you were able to reach out to the minorities on the stakeholder list provided by ACFOA. **Steve** wanted to confirm if the question was to make sure the RFP says that the consultant hired for the Needs Assessment should ensure that a wide variety of stakeholders and service providers for Older Adults be included.

• **Fran** asked whether they (Eppley) have interviewed the deaf and the blind community. **Jeannie** expressed appreciation for her question and responded there were no representatives from either community included on the list.

• **Layne** mentioned that a copy of the first draft with more details about each objective was provided at the meeting and Commissioners can take time to read through it.

• **Sandy** recommended for her and **Jeannie** to get together with Michelle and Rian to prepare a comprehensive written document in response to the first draft for presentation to Eppley. **Commissioners agreed with her request.**

• **Jeannie** asked whether it is possible to push the timeline out a week or two if need be. **Steve** answered the RFP development process, and the variety of potential consultant qualifications is where you want to spend the detailed time. **Michelle** mentioned by gathering all comments related to the first draft the team will be able to have further discussions though January and maybe even February.

• **Jeannie** suggested to incorporate feedback from the Commissioners to capture their vision of what the Needs Assessment should look like. **Michelle** commented that input, notes, and
comments from Commissioners related to the first draft should be received by 12/12. Brooke thanked Jeannie for the suggestion because it will be very helpful in the purchasing process for potential contractors.

TOPICS TO CONSIDER FOR NEXT MEETING:
- Presentation and discussion of first draft SOW

NEXT MEETING
Date: December 19, 2022
Time: 9:00 a.m.
Location: Aurora Center for Active Adults and virtually through WebEx.

ADJOURNMENT
Upon motion and second, the meeting was adjourned at 11:02 a.m.

Jeannie Davis, Chairperson
Aurora Commission for Older Adults

_______________________________  Date ______________________

Elvia Tovar,
Administrative Specialist and Secretary

_______________________________  Date ______________________

ADOPTED_____________