



Aging, Disability, and Veterans Services Division SAC Joint Retreat

Thursday, October 26, 2023, 9:00 am - 1:00 pm

Hybrid Meeting

In Person - Five Oak Building, Pine Room

421 SW 4th Avenue, Portland, 97204

Zoom

Meeting ID: 961 0463 1663

Passcode: YS3GD7u@

Time	Agenda Item	Purpose	Lead
9:00 am	Meeting Room Open <ul style="list-style-type: none"> Coffee, gather, connect, settle-in 	Fellowship and Settling	
9:20 am	Opening Connections: <ul style="list-style-type: none"> Looking back, Right now, Looking forward. Introductions and share-out 	The group does three individual one to three min ideations and then moves around the room to share with two to three people in two-min exchanges. Ends with individual introductions and answers the question: What is one thing that you heard in your interactions that stayed with you?	Robyn
	Review our time together	Community, and relationship building	
<ul style="list-style-type: none"> In attendance: Robyn Johnson, Joe Valtierra, Kalah Schackman, Caroline Underwood, Charmaine Kinney, Gail Skenandore, Nicole Galport, Robert Trimble, Jacob Mestman, Irma Jimenez, Scott Moore, Lauren Moran, Anne Lindsay, Dave Daley, Barb Rainish, Marina Khalina, Olivia Lawler, Angie Muresan, Kristen Riley 			
9:45	Group Work <u>Roles</u> - What is the desired role of ASAC and DSAC members	Break into three groups: ASAC members, DSAC members and ADVSD staff	Robyn, Joe, and Marina

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	<p>and relationship to the work of ADVSD?</p> <p><u>Process</u> - How we work and prioritize now</p> <ul style="list-style-type: none"> ● What's working well? ● What's missing? ● What else? 	<p>Brainstorm on the perceived and desired roles of the advisory councils.</p> <ul style="list-style-type: none"> ● Could be individual ideation or group ideation. ● Group takes their own notes. ● Discuss and prioritize in the group. ● Share out ● Questions and responses 	

Next Steps and Action Items

- Irma: Observing and discussing the Bylaws can be a starting out point for getting new and continuing advisory members working together. The county staff welcomes input from committees about meeting agendas, policies, and procedures.
- Anne: Interested in discussing the useful purposes of these meetings for the county, wants to brainstorm of concrete ways this can be communicated between the advisory members and county staff.
- Scott: Wants to give honest feedback about his experience as a continuing advisory committee member, but also wants give space to new members to form their own opinions. The committee has been under reorganization for the past two years. Can we look into utilizing other examples of AAA committee bylaws to structure our advisory committees going forward?
- Robyn: This meeting agenda was discussed and agreed upon by county staff. Context for the Bylaws: they are currently set by the county to create more consistency throughout committees. Specificity can be further expanded in policies and procedures for each advisory committee.
- Anne: How can committee members have more input when setting meeting agendas?
- Charmaine: High level community engagement and two-way communication is top priority. We can use other models to establish our advisory committees' best practices. Check out Citizen Data's 5M Framework and other resources for ideas and tips on how to build these models.
- Scott: Can we establish a minimum member attendance for future meetings?

11:00	Lunch break and Connection activity	Rest and Refresh	All and Charmaine
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12:15	<ul style="list-style-type: none"> ● Either finish AM activity <p>or</p> <ul style="list-style-type: none"> ● What comes next, review action items and ● Discuss November meeting dates ● check out. ● 	<p>Agree on next steps and process</p> <p>Break into ASAC and DSAC groups for next step planning with manager and support staff.</p>	<p>Joe and Marina for next steps.</p> <p>Irma for check out reflection.</p> <p>Robyn for November meeting dates.</p>

Defining roles ideation - ASAC

- Anne: What are the current programs/issues that the county are struggling with that staff want input on? Members need to be able to share what specific issues they are struggling with in order to get momentum on solutions. Feels the role of the county is to explore better ways to do outreach. Area plan approval process needs to be more involving of committee members. Benchmarking for services.
- Lauren: Dismantle silos! Connect with the community.
- Scott: Identify different areas of service needs and policy issues. Discuss and advise ADVSD with budget issues throughout the year. Closer ties to APD and better relationship with AAA advisory councils. Connect with national entities (like O4AD and similar coordination opportunities).
- Robyn: O4AD are for advisory council meetings across the state to gather and discuss shared experiences and struggles and all members of ASAC are welcome to attend these meetings.
- Dave: Boots on the ground – the real stuff. Identify real pressures, get honest info about county strategy. Services – recreation, nutrition, transportation – need to be community based and advertised more intentionally. Wants specificity about what it is we are facing.
- Marina: Advocacy for specific projects – contribute, share, provide feedback or critique. Connect the various plans to what community needs and experiences are. As a county staff member – wants to bring what’s happening internally to the committee to create understanding and add to the big picture.
- Robyn: Membership cultivation – committee members are directly connected to the community and also staff should be promoting the existence of the committees to consumers and community. Ensure the two-way conversation between ADVSD and committee. Recognize advocacy and advisory position.

Next Steps and Action Items

- State of the Organization address – Marina will be taking the feedback from today into consideration for this
- There is a theme carried by the ideating that everyone has shared. These ideas can be

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	<p>organized and defined to redevelop the policies and procedures of the committee.</p> <ul style="list-style-type: none"> ASAC & DSAC come together to prioritize and align missions and processes. 		
1:00 pm	Adjourn!		All

Upcoming Meetings: November ASAC Work Session and DSAC meeting dates - TBD.

Additional Notes:

- Reminder in emails about mileage and parking reimbursements also that we can provide door to door cab rides for future meetings if needed.
- Citizen Data’s 5M Framework for Change - <https://citizendata.com/report/ensure-your-communications-efforts-cut-through-the-noise-and-drive-impact/>