

**Age-Friendly Health & Community Services Implementation Group**  
**Webex**  
**FEBRUARY 28, 2023**

**Link to Meeting Recording:** Available upon request, email [agefriendly@howardcountymd.gov](mailto:agefriendly@howardcountymd.gov)

**Attendees:** Michele Millican, Gretchen Tucker, Jim Gutman, Kathy Wehr, Amy Spanier, Jim Sanders, Nancy Kusmaul, Susan Hailman, Sue Song, Alice Harris, Terri Hansen, Morgan Spliedt

**Agenda:**

- 1) Welcome, Housekeeping
- 2) Role Discussion/Appointment
- 3) Work Group Charter, Organization, and Workplan for process
- 4) Discuss Action Items, Priorities
- 5) Next Steps/Next Meeting

**Meeting Notes:**

- 1) Welcome, Housekeeping
  - a. Meeting Minutes can be found at [www.howardcountymd.gov/agefriendly](http://www.howardcountymd.gov/agefriendly) at the bottom of the page, under each domain. They are dated so you can easily find the meeting you're looking for.
  - b. Meeting with Leadership Howard County Community Impact Project Team (CIP Team) about the Ambassador Programs. CIP Team is charged with building the TRAINING CONTENT for the Ambassador Program and seeks feedback from Work Group Members to guide them. **This meeting will be Thursday, March 9 from 12-1pm, let Morgan know if you want to attend and she'll send the meeting link.**
- 2) Work Group Roles
  - a. **Community Leader** is a community member who will...
    - i. Coordinate, plan, and lead the Work Group Meetings.
    - ii. Track progress and effort of the domain's Action Items.
    - iii. Work collaboratively with the County Liaison to communicate with the Age-Friendly Howard County Advisors.
  - b. **County Liaison** is a Howard County government employee who will...
    - i. Act as the primary liaison between the Work Group and the Age-Friendly Howard County Advisors.
    - ii. Maintain meeting records and submit materials to the Age-Friendly Howard County Advisors.
    - iii. Collect and update Work Group contact information.
    - iv. Support the Community Leader as needed.
  - c. Please consider a leadership role. There is flexibility on the responsibilities of these roles but Work Groups that have established leadership are quickly making progress toward prioritization of action items and building strategies for implementation. Email [agefriendly@howardcountymd.gov](mailto:agefriendly@howardcountymd.gov) if you are interested in a leadership role.
- 3) Work Group Materials/Structure to consider creating:
  - a. Charter – the focus, priorities, communication strategy and code of conduct

- b. Organizational Structure – where will we keep materials, how will we share information
  - c. Work Plan – guide for developing, implementing, and tracking things we need to do, people we need to speak with, etc.
- 4) Discussion
- a. Work Group Materials
    - i. Organizational Structure – Google Drive is familiar, easy to access and control viewability.
      - 1. Gretchen will set up the Google Drive.
    - ii. Charter – concise document that coordinates and drives the work group. This gives context to the group’s priorities, communication strategy, and code of conduct or expectations for hold each other accountable.
      - 1. May be more useful for internal work groups for Age-Friendly where we have recommendations that cover multiple work groups, then all groups can see where our priorities are and how to coordinate.
      - 2. A brief charter may help create a Work Plan.
  - b. Task & Purpose – how granular do we want to be as a work group?
    - i. Primary Challenge – Is this a “make it happen in the community” group or is it an advisory group that makes policy recommendations. We need to discuss the potential outcomes and impact that we want to achieve.
    - ii. Consensus is that is group is about implementation and “Making it happen” which may also include identifying groups who can help implement certain action items. This work group will in the very least start the implementation work, coordinate efforts, and ensure follow-through. This is about problem solving, making connections, and engaging stakeholders.
    - iii. There are a lot of things happening in different places, so our role is to be connectors for things that are already happen and to bring aging issues to those places.
      - 1. Example: Nancy attended a Columbia Association Event and met members from the Local Health Improvement Coalition (LHIC) – the LHIC is a stakeholder we should engage, as we don’t currently know what they are doing for the older adults of Howard County or how we can coordinate efforts.
      - 2. Recommendation: invite a member of LHIC to join the Work Group.
    - iv. Many improvements of health care are not going to be in scope for this group, but this group can still advocate for higher-level change/initiatives.
      - 1. Jim Sanders proposed that this work group should write a letter on behalf of Age-Friendly Howard County that we support a study about Emergency Department Wait Times. The group was supportive of this action.
  - c. We are an implementation group. We need to look at the action items and break them down into buckets – sup-groups of items. Like things we can do right away, those that may take a medium amount of time, and long-term goals that may not be in our immediate scope.

- i. Part of this will be to decide strategy for the next several meetings. Primarily we first need to prioritize the action items and identify which items people want to work on.
  - ii. We have an obligation to complete as many of these action items between now and August 2024.
- d. Keeping focused on community-level services helps to make sure that health and community services are the best fit for Howard County. State-level issues may be out of this group’s purview, but we should keep those on our radar and let it guide what we do locally. We will try to Advocate where we can, but we will focus implementation on County-level issues.
  - i. Three things on the horizon at the state-level to think about:
    - 1. Proposal to create state-wide age-friendly program
    - 2. Proposal for state-level aging master plan
    - 3. How to address workforce shortage in health car
  - ii. Developing a Work Plan will ultimately be helpful to organize this implementation.
  - iii. Define the task at hand and what resources and steps/activities are needed for implementation. Once the task is formalized and approved by the Work Group, then have the discussion of ownership and resource/funding to promote sustainability.
- e. How will we address things that come up that are not in our plan? – how do we handle those items when they are important for age-friendliness of Howard County? A Work Group Charter and Work Plan will help us keep focused, but also keep track of additional items that come up over time.

**TASK LIST**

1. Gretchen will set up the Google Drive and will share that drive with Work Group Members.
2. ALL will review the HCS Appendix Action Items in detail, and do the following:
  - Identify which action items are the priorities you believe the Work Group should implement in order.
  - Propose the categories or “buckets” for the action items to be organized (e.g., things that can be implemented right away, those that will take longer to implement, etc.).
  - Detail which action item(s) involve work that you are currently doing or have information on, what is that work and/or information.
  - Identify who may be responsible or may be a good partner for each action item/task to be successfully implemented. Also note any activities or recommendations you have to actually implement the action item(s).
  - Decide which action item(s) you want to work on.
  - **SEND THE GROUP YOUR FEEDBACK VIA EMAIL OF THE ABOVE ITEMS BY TUESDAY MARCH 14.**
3. Morgan will compile the feedback as best possible to help with the discussion of priorities.
4. Terri will locate the Planning Group’s crosswalk so the Implementation Group can add to their reference materials.

**NEXT MEETING: Tuesday, March 28 from 9:30 to 11:00am**