

GOVERNOR'S ADVISORY COUNCIL (GAC)  
ON SERVICES FOR AGING AND ADULTS WITH PHYSICAL DISABILITIES

January 19, 2016  
10:00 am – 12:00 pm  
**Smyrna Rest Area Conference Room**  
Smyrna, Delaware

PRESENT: Bob Brown; Bonnie Hitch; Suzanne Howell; Arlene Littleton; LaVaida Owens-White; Debra Veenema; James Young

EXCUSED: Carolyn Fredricks; Evelyn Hayes; Katie Macklin; Mary Miller; William Payne; Lelia Perkins; Jalpurnia Trader; Barbara Willis

VACANT SEATS: (1) Consumer Disabled – Wilmington; (2) Consumer Disabled – Kent; (3) Consumer Disabled – Sussex; (4) Consumer Disabled – At-Large; (5) Consumer Disabled – At-Large; (6) Disabled Public/Non-Profit – At-Large; and, (7) Disabled Public/Non-Profit – At-Large

DSAAPD (Division of Services for Aging and Adults with Physical Disabilities) Staff Present: Lisa Bond, Director; Albert Griffith, Deputy Director; Cindy Mercer, Planning Supervisor; Susan Bailey, Executive Secretary

Agenda

- I. Call to Order
- II. Review of Minutes November 3, 2015
- III. Review and Vote on Changes in By-Laws
- IV. Composition of Committee
- V. Update on Process of Code
- VI. Update on Budget
- VII. Old Business
- VIII. New Business
- IX. Roundtable
- X. Next Meeting: March 1, 2016
- XI. Adjourn

**I. Call to Order**

The meeting was called to order at 10:02 am by Co-Chair Arlene Littleton.

Lisa Bond announced the leadership changes in DSAAPD.

The passing of Mary Louise Andersen was mentioned and copies of her obituary were distributed. Committee members shared sentiments of her service to the council.

**II. Review of Minutes**

The minutes from the November 3, 2015 meeting were approved.

### III. Review and Vote on Changes in By-Laws

A discussion was held on suggestions for changes. One suggestion is to get more Sussex County people active in the committee.

The committee would also like to try video-conferencing again; possibly at sites that have state-of-the-art equipment.

The committee thanked Cindy Mercer for the time and effort she put into this to be able to discuss at this meeting.

The items that were duplicated in the by-laws and code were removed from the by-laws. The composition of the committee is mentioned in the code, so it is no longer in the by-laws.

All revisions made to the by-laws were voted on and approved.

### IV. Composition of Committee

#### V. Update on Process of Code

(Discussed together)

A question was raised on whether the political composition of the council can be altered. Cindy will be meeting with Deb Gottschalk on whether or not this can be changed in the code on January 25.

Would like to see the total number of committee members lowered from 22 to 16; changing the composition of the committee as follows:

	Current	Suggested
Aging Consumer/At-Large	3	2*
Aging Consumer/Kent	1	1
Aging Consumer/NCC	1	1
Aging Consumer/Sussex	1	1
Aging Consumer/Wilmington	1	1
Aging Public//Non-Profit/At-Large	4	2
Disabled Consumer/At-Large	3	2*
Disabled Consumer/Kent	1	1
Disabled Consumer/NCC	1	1
Disabled Consumer/Sussex	1	1
Disabled Consumer/Wilmington	1	1
Disabled Public//Non-Profit/At-Large	4	2
<b>TOTAL</b>	<b>22</b>	<b>16</b>

\* Discussion was held on the composition of these groups; whether it be one each at-large and one each a veteran. Possibly designate caregivers as at-large; maybe have one veteran and three at-large.

Committee will create a sub-committee for recruitment for open positions. A discussion on the definition of "veteran" – will consider someone who has utilized veteran services. A comment was also made that there is now an organization just starting focusing on women's veteran services.

Question was raised on whether separate units are needed for New Castle County and Wilmington, or if they can be combined.

Disabled is defined as someone who needs help with daily living.

Members would like to remove the listed "required" subcommittees from the code. Committee would prefer to create ad-hoc committees as needed.

Staff was asked by members to put together some recruiting tools to gain new members.

Any changes to the code will have to be made and submitted by early fall.

#### **VI. Update on Budget**

DSAAPD will be presenting FY17 budget to the Joint Finance Committee on February 23 at 3pm. We would like to have committee members come and speak regarding programs, needed funding, and wait lists.

Requested staff to share wait lists with committee members. We will bring to meetings.

Discussion held on the new Records Management Software. Committee members were asked if they have any reporting information they'd like to see as it can be incorporated into the new database report structure. One suggestion is to track insurance type on the reports.

Question was raised about the vendor for the Delaware Health Tracker.

#### **VII. Old Business**

Would like to look at the old recruiting flyer to see what can be done with it, especially for the public to see what the committee advocates. Possibly create a one-page that answers who, what, when, and where, and also possibly design our own application to get an overview of the applicant.

Sue will get the application from the Governor's council to assist in creating ours. Debra Veenema will send her application for us to review also.

#### **VIII. New Business**

There is a handout for the 2015-16 Legislative & Policy Agenda.

There are more video-conference units getting installed throughout the state. Discussion was held on how using this for a meeting differs from webinars. Discussion was also held on GoToMeeting and the security of it. It was mentioned that Christiana Care uses Bluejeans, which is similar to Skype.

## **IX. Roundtable**

Bonnie-DART started a route in October that goes to Amazon in Middletown; use has increased so much that they have added additional buses. In Kent County, they've enhanced routes to include Eden Hill Medical Center. In Sussex County, they are getting two new services: Millsboro to Rehoboth with all open to ADA and will help the men from Interfaith Housing.

Debra-Advocacy Leadership General Assembly – accessible parking – will get more traction; up-coming they are trying to get home modification tax credit.

Jim-Advocacy handout regarding dental care. Trying to push that out; is surprised to see that it is in the Top 10.

Arlene-Sussex Aging Group – Delaware Aging Network (DAN) is trying to aging back in priorities. Reminder that she can take any issues the committee would like back to DAN.

Lisa-Budget notes from Secretary Landgraf will be on the DHSS website after February 23. (See link: <http://dhss.delaware.gov/dhss/>)

Bob- Stated that he was glad to have Lisa in leadership role.

Al- Was happy to be involved in the committee.

## **X. Next Meeting**

Next meeting is scheduled for March 1, 2016. It will be held at the Smyrna Rest Area Conference Room, Smyrna, DE.

## **XI. Adjournment**

The meeting was adjourned at 11:20 am.