

City of Birmingham
Regular Meeting of the Ad Hoc Aging in Place Committee

November 15, 2023

Conference Room 202

151 Martin Street, Birmingham, Michigan

Minutes of the regular meeting of the City of Birmingham's Ad Hoc Aging in Place Committee held on November 15, 2023.

1. Call to Order: AIPC Chair Hoff convened the meeting at 3:58 p.m.

2. Roll Call:

Present: Melissa Mark, Pam DeWeese, Rackeline Hoff, Cris Braun Leslie Pielack, Jay Reynolds (alternate)

Absent: Rosemary O'Malley, Rebekah Craft

Guests: None

3. Approval of Minutes

A. Regular meeting of the AIPC on November 8, 2023

Chair Hoff asked if there were any comments or corrections to the draft minutes from this meeting. No comments or corrections were tendered.

Chair Hoff asked for a motion to approve the AIPC minutes of November 8, 2023.

Motion by CM DeWeese to approve the minutes of the November 8, 2023 meeting with no changes. Motion seconded by CM Mark. Voice Vote:

Yeas: Hoff, DeWeese, Pielack, O'Malley, Braun, Reynolds

Nays: None

4. Guests: None

5. New Business: None

6. Old Business

A. Discussion /Edit of Ad Hoc Aging in Place Community Survey

i. Chair Hoff suggested to the committee that the committee begin by addressing the three questions identified by Staff Liaison ACM Clemence as needing feedback from the committee.

a. There are currently two open boxes under the introduction sentence (under the blue box) where respondents are asked about what is most important to them about Birmingham. The question is what would the committee like to add to it? CM DeWeese stated that she would like to see the "Walkable & Historic Downtown" box divided into separate boxes. After discussion, there was

consensus for the two to be split into two separate boxes, one with "Walkability" and the other box with "Historic character." CM Mark offered that the last box could be "other" with a space for the respondent to add their own reason. CM Mark stated that it should also go last on the list. Chair Hoff noted that the order should still be alphabetized and that "Other" should be the last selection. After discussion, there was consensus for this change.

- b. In the Demographics section, the committee was asked if they wanted to leave the gender question open with a "fill in the blank line" or use a box format with "male, female or other" boxes. After discussion, it was decided to leave the gender question "fill in the blank" to allow the respondent to make the choice.
- c. In the Transportation section, Staff Liaison ACM Clemence added the word "services" to the question, "I am familiar with the City's partnership with Next to provide SMART transportation services to local appointments/destinations." CM Mark stated that she was good with the change. After discussion, there was consensus to make the change. Alternate CM Reynolds noted that in that same sentence, the word "Next" was in all capital letters. It was noted that this should be corrected. There was consensus for this change.
- d. The last question was in the Communications section where the committee needed to decide if they wanted a "single" check box or "yes and no" separate boxes for questions two, three and four. After discussion, there was consensus to use separate "yes and no" boxes. Also in this section, CM Pielack asked if the word "Eblasts" should be capitalized or not. City Communications Director Gamboa stated that she was unsure, but would go with the consensus of the group. There was a great deal of discussion as to whether or not the second word in an answer should be capitalized or whether it should be lower case. There was also discussion on whether answers were part of a phrase or individual words or categories. With no consensus, the committee decided to let Communications Director Gamboa decide and make the decision consistent throughout the Community Survey. Also in this section, Chair Hoff suggested that the box answers in question one be spread out more to the right to make the question more user friendly and "fill in the space." There was consensus for this change.

- B. Title Block
 - i. There was discussion to change the second sentence in the Title Block from, "Complete this form or submit your feedback at engage.bhamgov.org" to "Complete this form or take this survey online at engage.bhamgov.org/aginginplace." There was consensus for this change.
- C. Blue Block - Action Plan for Older Adults - No Changes
- D. What is Important About Birmingham Introduction Question
 - i. See Section A (i) (a)
- E. Demographics
 - i. See Section A (i) (b)
- F. Birmingham & Your Needs
 - i. Chair Hoff stated that in the question, "Birmingham has accessible parks and facilities, including restrooms," she feels that the "parks and facilities" should be separated from public restrooms. There was a great deal of discussion once again about restrooms and the Community Survey. After discussion, it was decided that the question in this section would read, "Birmingham has accessible parks and facilities." A new question would be added to the Social & Civic Engagement section that reads, "Birmingham has adequate public restrooms." There was consensus for these changes.
 - ii. CM Braun brought up that in the question, "I have adequate health care and am healthy enough to live at my residence," could be reworded to say, "I have adequate health care and am healthy enough to age in my residence." After discussion, there was consensus for this change.
 - iii. CM Braun suggested that the question, "I have a support system in place to assist me as I age" should be moved down one question and the question, "Birmingham has accessible parks and facilities" should be moved up one question in the order of questions. After discussion, there was consensus for this change.
- G. Transportation
 - i. See Section A (i) (c).
- H. Housing - No Changes
- I. Social & Civic Engagement
 - i. See Section F (i).
 - ii. The third question in this section, "I would like to volunteer my time to assist others. Contact info (optional):" should be eliminated from this section and moved to the fourth question in the Communications section. This move allows for the question, "Birmingham has adequate public restrooms" to be added to the Social & Civic Engagement section as the second question.
- J. Communications
 - i. See Section I (ii).

K. Submit Your Survey

- i. Alternate CM Reynolds asked if the date of the survey could be added to the corner of this section. After discussion, there was consensus for this change.

- L. Chair Hoff asked if there were any other questions, comments or concerns that any committee member wanted to address concerning the Community Survey. There were none. Chair Hoff asked for a motion to approve version four of the Community Survey as corrected with the changes agreed upon in this meeting. CM Pielack made the motion and CM Mark seconded the motion. Voice vote: Yeas – DeWeese, Hoff, Mark, Braun, Pielack, Reynolds

Nays – None

M. Dissemination of Community Survey

- i. Chair Hoff asked how the information from the Community Survey was going to be collected. Staff Liaison ACM Clemence stated that he would be the one to collect the data and report it. There was discussion on this topic. The discussion surrounded how the information could be harvested and what the easiest manner would be to accomplish the task. Exporting data from the engage program to an excel spreadsheet was discussed. Chair Hoff brought up the three months it was going to take to distribute the Community Survey through the mail. CM Pielack made the suggestion that maybe committees could be formed with each committee handling one of the three groups. In the end, it was decided that the topic would have to be examined later to determine the most efficient methodology to accomplish the data collection.
- ii. Chair Hoff brought up that the Community Survey should be advertised and announced by the City Commission in the “announcements” section of the City Commission meeting. Staff Liaison ACM Clemence stated that he would take care of this. After discussion, there was consensus for doing this.
- iii. Alternate CM Reynolds asked where a respondent was directed to when they scanned the QR code to take the Community Survey. Alternate CM Reynolds also suggested creating a URL that would take the respondent directly to the survey. Communications Director Gamboa thought this was a good idea and stated that she would address it. After discussion, there was consensus for this.
- iv. CM Braun brought up that the regular meeting of the Ad Hoc Aging in Place committee scheduled for February 28, 2024 at Next should be conducted in the early afternoon, not in the evening, to increase attendance at the meeting.
- v. Chair Hoff asked Staff Liaison ACM Clemence to provide the committee with an updated “project schedule” and an updated “committee roster.” Staff Liaison ACM Clemence stated that he would do both.
- vi. Chair Hoff wanted to know if “hard copies” of the Community Survey would be available at the Baldwin Public Library, City hall and Next. Staff Liaison

ACM Clemence stated that the Community Survey would be available at all three locations.

- vii. CM DeWeese brought up that she thinks it would be a good idea to deliver copies of the Community Survey directly to senior housing locations, including the Sheridan, Baldwin House and All Seasons. After discussion, there was consensus to do this.
- viii. CM Pielack stated that she would also be happy to collect and distribute Community Surveys from the museum.

7. Open to the Public for Items Not on the Agenda: None

8. Miscellaneous Communications:

- A. Alternate CM Reynolds stated that in the "Variety" section of the Oakland Press, there was a recent article about aging in place that he felt the committee would find interesting to read.

9. Announcements: None

10. Adjournment: With no further business being evident, Chair Hoff closed the meeting. CM Pielack made a motion to adjourn the meeting at 4:45 pm. Seconded by CM Mark.