

City of Birmingham
Workshop of the Ad Hoc Aging in Place Committee
Community Survey
October 11, 2023

Conference Room 202

151 Martin Street, Birmingham, Michigan

Minutes of the workshop meeting of the City of Birmingham's Ad Hoc Aging in Place Committee held on October 11, 2023 for the purposes of developing a Community Survey.

1. **Call to Order:** Chair Hoff convened the meeting at 4:02 p.m. Chair Hoff also noted that she will have to leave the meeting early and that Co-Chair Braun will finish the meeting in her absence.
2. **Roll Call:**

Present: Leslie Pielack, Cris Braun, Rebekah Craft, Rackeline Hoff, Pam DeWeese

Absent: Melissa Mark, Rosemary O'Malley

Guests: Marianne Gamboa, Communications Director for the City of Birmingham

3. **Approval of Minutes** – None (Will be handled at the regularly scheduled October 25, 2023 meeting of the AIPC)
4. **New Business:**
 - A. Discuss Criteria for Community Survey
 - B. Discuss Format and Length of Community Survey
 - C. Discuss Dissemination of Community Survey

ACM Liaison Clemence provided each committee member with an agenda for today's meeting as well as an information sheet concerning the AIPC goals as dictated by City resolution (04-093-23), a Community Survey Parameters worksheet and a proposed Aging in Place Community Survey for discussion.

ACM Liaison Clemence went over the mission and resolution concerning the goals and work assigned to the AIPC. A discussion was then held concerning distributing the Community Survey through the City's water bills in order to reach as many people as possible, especially seniors who have been overlooked in the past or do not communicate through social media/internet activity. AIPC members were pleased with this plan. The one negative to this is that the survey could only be one page in length (double sided). CM Craft stated that City water bill mailings were staggered and that it would take three months to get all of the City included in the survey. ACM Liaison Clemence stated he was unaware of this and that he would work with City staff to work out the details and ensure the mailings went out to everyone in the billing cycles.

CM DeWeese stated that while she could read the survey, she felt the font was small and that the font size should be increased if possible. CM DeWeese stated that she understood

that increasing the font of the document would decrease the amount of space available for the survey. CM Pielack stated that there were several areas that she felt could be improved. CM Pielack stated that she would reduce the size of the City logo to save space, reduce the size of the direction's box to save space, break-up the survey into boxes to reduce misunderstanding/survey being "overwhelming" and that she would like the answers to be able to be quantified on a five point scale to increase the value of the data collection.

A discussion was held by the committee that the best way to gain input on the proposed Community Survey was to go through the questions one at a time and comment on each.

The AIPC then went through all of the proposed questions. Here are comments made by AIPC members on each:

- A. Question 1, consider asking what their respective ZIP code was rather than whether or not they are a resident.
- B. Question 2, the category "over age 85" should be added to the proposed answers.
- C. A great deal of discussion on question 3. Several points were made:
 - a. The question should be moved down the survey, maybe to 7 or 8.
 - b. Given question 1 and 2, should the question be added, "What is your gender?" Most committee members felt this question should be added as question 3.
 - c. It was suggested that the number and age of people in the household be added to the question. Comments were received that space may not allow for this.
- D. The discussion around question 4 prompted a further discussion concerning quantifying the survey results using a five (5) point scale. A four (4) point scale was discussed, but most felt the five point scale was superior. The terms discussed were: "strongly agree," "agree," "neutral," "disagree" and "strongly disagree." There was some discussion on whether to include "neutral" in the survey, but it was decided that neutral would be included to maintain the five point scale. It was also discussed by the AIPC and Ms. Gamboa that all of the questions would have to be "wordsmithed" in order to align with the five point scale scoring system. Ms. Gamboa stated that she and ACM Liaison Clemence could address the form of the questions in an edit of the survey.
- E. It was decided that question 5 and question 6 could be combined into one and wordsmithed accordingly.
- F. Questions 7, 8, 9 and 10 were deemed important, but all needed to be wordsmithed accordingly.
- G. It was decided that question 11 and question 12 should be combined and word-smith accordingly.
- H. It was decided that question 13 and 14 would be combined and wordsmithed accordingly. From the public, Mr. Joel Milinsky stated that he felt that the hand-out detailing the 8 Domains of Livability, upon which the proposed Community Survey was based upon for criteria, could be further broken down into a category for demographics and the 8 domains reduced down to 4. There was some further discussion by the committee as to whether the 8 domains were ranked in terms of their importance or were they all equally important and inter-related. CM Pielack stated that she liked how the 8 Domains were colored coded on the information sheet.

- I. It was decided that question 15 should appear later in the survey and be adjusted to the five point scale.
- J. It was decided that the question 16 needed to be wordsmithed and put into the five point scale.
- K. Question 17 was eliminated.
- L. The committee discussed question 18 and could not come to a consensus on what the question was trying to achieve.
- M. Question 19 was eliminated.
- N. Question 20 was received, but needs to be wordsmithed in to the five point scale.
- O. Question 21, 22, 23, 24 and 25 were all deemed needed, but also required wordsmithing into compliance with the five point scale.
- P. Question 26 was eliminated.
- Q. Question 27 was received, but needs to be wordsmithed into the five point scale.
- R. Question 28 was received, but needs to be wordsmithed into the five point scale.
- S. It was decided that question 29 and question 35 should be combined into one question, wordsmithed and a list of information sources be listed.
- T. Question 30 was received, but needs to be wordsmithed into the five point scale.
- U. For question 31, it was decided that because Next already offers this service if requested, the question should be moved to the end of the survey as an option for the respondent to simply chose and immediately begin receiving the weekly call.
- V. Question 32 was received, but needs to be wordsmithed into the five point scale.
- W. Question 33 was eliminated and is to be incorporated into question 34.
- X. See "W" above. Question needs to be wordsmithed.
- Y. See "S" above. Question needs to be wordsmithed.
- Z. Question 36 was eliminated. The decision to acquire and use the YMCA for Next has already been determined.
- AA. Question 37 was received, but needs to be wordsmithed into the five point scale. Also, the committee wanted the word "on-going" to be added to supporting senior services.
- BB. Question 38 was received, but needs to be wordsmithed into the five point scale.
- CC. Questions 39, 40 and 41 were accepted, but the committee felt that they should be moved to the front of the survey, wordsmithed and put into the five point scale.
- DD. See question 39 above.
- EE. See question 39 above.
- FF. This open ended question was received. However, the committee wanted it wordsmithed to a simpler form. "Is there anything else you would like us to consider?"

OTHER

- A. Somewhere on the survey form, it should be indicated that completed surveys will be collected by Next, the Birmingham Public Library and at City Hall.
- B. A "QR" code should appear at the front of the survey so that a respondent who is tech savvy can decide whether or not to take the written survey or change and go to the on-line version.
- C. The committee felt that the survey should also start out with some type of positive statement about the City to set the tone.

5. **Open to the Public for Items Not on the Agenda**

A. Birmingham resident Joel Milinsky passed out two articles from Canada that he felt the AIPC would find interesting:

i. "Golden Girls Act would pave way for Ontario seniors to co-live" by Tess Kalinoski

ii. "Senior Cohousing" by the Canadian Cohousing Network

B. ACM Liaison Clemence asked the AIPC if they wanted to change the topic of the October 25, 2023 regular meeting into a meeting to further discuss and refine the Community Survey and all agreed that it would be a good idea.

6. **Miscellaneous Communications** - See 5 above

7. **Announcements** - None

8. **Adjournment** - With no further business being evident, Co-Chair Braun closed the meeting. CM Craft made a motion to adjourn the meeting at 5:11 pm. Seconded by CM Pielack.