

**Healthy Aging Partnership
Meeting Minutes
August 28, 2007**

Those attending the meeting were:

Marsha Appleton, Community Services for the Blind and Partially Sighted, mappleton@cspps.com
John Barnett, AARP, ybyb1@verizon.net
Patti-Lyn Bell, Mayor's Office for Senior Citizens, patricia.bell@seattle.gov
Nathan Buck, Neighborhood House, nathanb@nhwa.org
Chris Chastain, Seattle Indian Health Board, chrisc@sihb.org
John Deagen, Senior Services, JohnD@seniorservices.org
Mary Fogh, Long-Term Care Ombudsman Program, maryf@solid_ground.org
Cheza Garvin, Public Health, Cheza.garvin@kingcounty.gov
Kathy Hultquist, Senior Services, KathyH@seniorservices.org
Robin Knudson, RSVP, RobinK@solid_ground.org
Alexis LaFlamme, Asian Counseling and Referral Service, alexisl@acrs.org
Tara Lee, Washington Dental Service Foundation, tlee@deltadentalwa.com
Teresa Moore, Healthy Aging Partnership, teresa@mooreink.com
Pam Piering, Aging and Disability Services, Pamela.piering@seattle.gov
Celeste Sather, Harborview, vizmanos@u.washington.edu
Gary Tang, Asian Counseling and Referral Service, garyt@acrs.org
Linda Wells, KC DCSH/CSD-Aging, linda.c.wells@kingcounty.gov

Next meeting: September 25, 2007, 8:30 – 10:00 a.m.
Location: Senior Services, Lillian Rice Center
2208 Second Avenue, Board Room
Seattle, WA 98121

Discussion Question: Recruiting Healthy Aging Partnership Volunteers (Robin Knudson)

Robin distributed two handouts that will help guide the decisions on how to recruit volunteers, and what tasks to assign them.

Handout #1 posed the following questions:

- WHAT do we want them to do? Volunteers are not free help.
- WHO will be the coordinator, or train and oversee the volunteer?
- WHERE will they do the volunteering?
- HOW flexible can we be?
- HOW do we find that person?
- WHAT is in it for the volunteer?

Handout #2 outlined potential tasks for the volunteer:

POTENTIAL HAP VOLUNTEER TASKS

Current Moore Ink. work for HAP	Est. hours per month	Skills <i>(all tasks require basic computer skills)</i>	Other resources <i>(all tasks require access to computer & Internet)</i>
Write agendas, prepare for meetings	3 – 4	Organizational skills, understanding of HAP	Attend meetings and/or read minutes, ability to mass-send emails
Take notes and write meeting minutes	3 – 4	Note taking, writing, understanding of HAP and partners	Laptop for note-taking, transportation to/from meetings, \$ for parking
Write news releases on aging issues	4 – 6	Writing and research, understanding of journalism style	
Compile and write HAPpenings newsletter	6 – 8 quarterly	Front Page software skills, writing, editing	Front Page software
Organize/update HAP contact lists	1 – 2	Organizational skills	
Update Web site	2	Writing, understanding of Web communications	
Workshops <ul style="list-style-type: none"> • Attend meetings • Secure speakers • Handle registrations • Secure site/space • Promotion (news release, e-mails, flyers) • Arrange catering • Secure handouts • Day-of tasks, including registration, food, clean-up, directing people, etc. • Taking/compiling evaluations 	Variable	Good interpersonal skills, organization, planning, writing, details-oriented, good follow-through, dependable	Attendance at meetings, transportation to venues/meetings, telephone.
Special projects <ul style="list-style-type: none"> • Internet research • Work with vendors (mail houses, graphics designers, etc.) • Organize/schedule committee meetings 	Variable	Desktop publishing/design skills; research; organizational skills	Design software

The group discussed:

- where the volunteer(s) would be housed, or if working from home was an option;
- who would supervise, train, and serve as the contact; and
- how many hours per month per position were expected.

In addition, the group identified benefits that could be provided to the volunteer(s), including:

- public recognition;
- networking opportunities with the HAP members;
- sponsorship to HAP workshops, aging-focused conferences and other relevant events;
- loaned laptop; and
- a stipend and/or transportation reimbursement

The group agreed that policies and procedures for the volunteer position(s) need to be developed and job descriptions need to be written. Realistically, more than one position is needed in order to cover the tasks needed to help staff the HAP. Those positions could include an Event Planner/Workshop Organizer, Public Relations/E-newsletter Coordinator, and an Administrative Staff with strong organizational abilities.

If members have additional comments or suggestions for the above positions, send them to Robink@solid-ground.org.

Agency Presentation – Harborview Medical Center (Celeste Sather)

Click [here](#) to see the PowerPoint slides for this presentation.

Celeste Sather, Clinic Practice Manager at Harborview Medical Center, gave the members information about Harborview's Division of Gerontology and Geriatric Medicine. The Division was established in 1977 and includes the Long-term Care Service, the inpatient Medicine G/Senior Care, and the SeniorCare Clinic. The clinics serve adults aged 65 and older.

The Long-term Care Service provides primary care and medical case management for patients discharged to 15 selected community nursing homes. Referrals for house call visits to homebound patients are also accepted.

The Geriatric Medicine team will consult on all patients aged 65 and older who are admitted to the Orthopedic and Urology Services. Consultation is available to all units (by request) for any patient aged 65 and older.

The Senior Care inpatient unit provides primary care to adults 65 years and older who have the potential for rehabilitation or stabilization at an improved level of function through intensive and coordinated evaluation and therapy.

The SeniorCare clinic began in 2005 and includes the Fall Prevention Clinic and the Healthy Bones Clinic.

Interpreter services for all the clinics are available on site either in person or by telephone.

Celeste provided material and handouts for the Clinics, including referral guidelines. To see copies of the handouts, please go to www.4elders.org and click on the meeting minutes section. For additional information on referral guidelines and clinic information, call Celeste Sather at 206 731-4249, email her at vizmanos@u.washington.edu, or go to Harborview's website at www.uwmedicine.org/Facilities/Harborview.

Suggestion for future meetings: Emergency Preparedness for vulnerable populations. Invite Public Health and Red Cross to lead the discussion.

Financial Report (Teresa Moore – HAP)

As a result of lower expected revenues, HAP will be seeking to recruit volunteers to perform key tasks. The steering committee will be scheduling face to face meetings with key elected officials to request ongoing secured funding for the partnership.

Discussion: Promotion of HAP and decision-making on which issues to endorse and advocate. (Cheza Garvin)

Cheza distributed the HAP's Criteria and Process for Taking Positions on Public Policies. She reminded the members that HAP taking a position on proposed legislation or issue must stem from the issue meeting HAPs mission and criteria. When members wish to have items considered for HAPs position, send them to Pam McGaffin. Pam will place the item on the agenda for the next HAP meeting.

Members discussed whether to allow email voting on whether to take positions rather than waiting for the next HAP meeting. This particularly applies to issues that are time-sensitive. For this type of item, send to Cheza.garvin@kingcounty.gov.

Cheza reminded the members that one of the goals is to increase the visibility of HAP among policy makers.

Oct. 24th Falls Prevention Workshop: Update and call for volunteers (Teresa Moore)

Teresa circulated a sign-up sheet for the Falls Prevention Workshop and asked members to volunteer to help out with day-of-event tasks.

Public awareness efforts and announcements (Cheza Garvin and Teresa Moore)

News releases: On August 1, 2007, the Auburn Reporter included Pam McGaffin's article entitled "Get going today to prevent serious falls tomorrow." To see a copy of the news release, go to www.4elders.org.

September 15th is the ACRS Annual Dinner at the Sheraton Hotel. For more information, contact Gary Tang by email at garyt@acrs.org.

Neighborhood House is hiring a staff person to be co-located in White Center and in the Rainier Vista/Columbia Center area.