

# LTCCC Steering Committee Meeting Minutes

**Thursday, September 8<sup>th</sup>, 2016  
3:00 – 4:00pm**

---

**PRESENT:** Marie Jobling, Cindy Kauffman, Benson Nadell, Anne Quaintance, Chip Supanich, Cathy Spensley, Kelly Hiramoto, Traci Dobronrovova, Dan Kaplan

## **TOPICS**

### **Goals from LTCCC Retreat per workgroup**

Went through retreat notes and discussed areas that need further clarification.

Goal is to send workgroup template to all workgroups with background and follow-up (esp. ones that don't come to general meeting – Pal Care and Dementia Care). Also, share retreat notes to work groups, ask if this fits within the template. Provide some assurance that they needn't "expect to fill the whole thing out right away" but provide a timeline

**Next Steps:** Send workgroup template, along with retreat notes, out to committee chair, timeline and schedule all workgroup presentations by October or November, during general council meeting.

**Next Steps:** Trying to set up a meeting with Mayor's Office, explain the councils goals and priorities, as for feedback and the Mayor's goals. Ideally, set up quarterly meetings.

### **Workgroup template deadline**

We're establishing a new process but don't have a system of gathering info or ensuring next steps. Set a deadline, due after their next meeting (a week following?) Draft will be sent to steering group, and will be a report out for the next council member. All workgroups to report back within next 2 months (October or November).

People willing to address food security, possibility of introducing new workgroup (mention of existing efforts, such as Food Security Taskforce – don't duplicate efforts being done).

**Next Steps:** Valerie will send Marie the list of council members that are still not approved & list of folks that have missed 3+ meetings.

**Next Steps:** Cindy will make the **LTCCC Meeting Outline** procedural and then shareable.

**Next Steps:** Valerie will hand out commission meeting list at general meeting, ensuring that members sign up and represent the council monthly at DAAS commission meetings.

### **Budget timeline, State and local (see handouts):**

Benson – has a list of state level committees that are important, can share.

Question for the group: At what point in budget timeline (see handout) does the LTCCC want to approach the Mayor and BOS?

Mention that 3 or 4 Board of Supervisor seats are up for election/reelection, a good time to focus on building allies.

Include Dignity Fund in the Jan budget discussion: such as who will receive funding, at what amount, and what other agencies/departments can provide more funding for seniors and AWD's

Was mentioned that the state budget is also important, but that the LTCCC should focus first on the city/county before moving forward.

### **Agenda Setting**

Will have a couple report outs (from TBD workgroups, possibly HIV & Aging), 20-30min each. Goal: have at least 3 present in October.

Would like to incorporate an ADF Task Force update, although October might be too early – reassess at October Steering Committee meeting.

Who do we want to know about us? Suggestion: maybe the Fire Department should know more about the LTCCC.

Originally had the disaster/resiliency folks – talk about Resiliency SF, perhaps Daniel Homsey, and/or someone from the Department of Emergency Management.

When will/should the Steering Committee discuss the mission statement? Is discussion with full council (to get broad/major themes? Was a parking lot issue at retreat). It was suggested to have the Steering Committee develop and give a recommendation.

**Next Steps:** Share notes re: mission statement with steering committee members.

Next Steering Committee meeting:  
**Thursday, October 13<sup>th</sup>, 2016 3:00 – 4:00pm**