

**COLORADO COMMISSION ON AGING
(CCoA)**

**DRAFT
PLANNING
DOCUMENTATION**

JULY 19, 2012

PARKER, COLORADO

INTRODUCING PARTICIPATORY PLANNING METHODS

The participatory methods used to facilitate the planning sessions for Colorado Commission on Aging (CCoA) are called ToP Methods (Technology of Participation) and are copyrighted by the Institute of Cultural Affairs West. The foundational values that are built into these ToP Methods are quite straightforward and are as follows:

Participation ...recognizing that each individual holds a piece of the puzzle and creating an environment of honor and trust, which elicits participation.

Teamwork... creating opportunities to work together in different configurations of small teams and to broaden dialogues, understanding and decisions.

Consensus...developing decisions through a process sharing all perspectives and discerning options which respect the diversity of individual views while honoring the whole.

Creativity...giving permission for the dialogue between rational knowledge and intuitive insights to occasion a synthesis of new approaches.

Action...honoring the investment of time by all participants by moving from consensus to action through accountability based planning.

TOP WORKSHOP METHOD

First, individually and then in small groups, everyone participates in intuitive brainstorming. Second, the facilitator works with the group to weave their ideas together into clusters with an eye to new relationships. Third, the group names the clusters in an attempt to articulate their profound insights on each. Finally, the facilitator leads the group in reflection on what has been accomplished; the new resolve and decisions that have been made.

PARTICIPATORY STRATEGIC PLANNING

Participatory Planning for the commission included multiple steps. Below is a table of contents for the session data:

Environmental Scan Exercise.....	Page 3
Long Term Goals Workshop.....	Page 4
Short Term Goals Workshop.....	Page 5
Implementation Plans.....	Page 6

Environmental Scan

As a preliminary exercise in developing the Long Term and Short Term Goals, commissioners were asked to articulate their current reality. This Environmental Scan activity asked commissioners four questions. This is not a comprehensive response. It is an activity which "takes the pulse" of the group on these particular questions to give us a foundation from which to begin.

Basic Data

What is some of the basic information that helps us understand the Colorado Commission on Aging?

- All Volunteer
- Advisory Commission Appointed By the Governor
- 3 Working Committee (Legislative, Strategic Planning, Executive)
- 17 Members With Statewide Representation (8/9 New Or Reappointed, Balance Of One Republican and One Democrat per District)
- Budget \$80,000 (\$60, 000 Fed , \$20,000 State)
- Works With Other Stakeholders On Aging
- Established In 1965 As A Result Of Older American Act
- Advising Governor and General Assembly on Programs and Improvement Of Programs
- Promotional Activities

Trends

What are assisting or resisting trends at the global, national, regional or local level, which impact our organization?

- Changing World View Driving Communities and Services
- +/- Changes In Health Care System More Legislation with Aging Issues
- "Bring Services To Me Instead Of Me Moving To Services" Mentality
- +/- Demographics Of Aging Increasing 10-15 Years Larger Influxes Moving From Paying Taxes To Needing Services
- - Increasing Cost Of Services Linked To Recession
- - Digital Divide (Not Everyone Able To Access Info On Web, Etc)
- Aging In Place (Staying In Home) Increase In Desire To Stay In Home/Community

Accomplishments

What are those recent accomplishments that give us reason to celebrate?

- Annual Report (Printed)
- Continuing Celebrations (Alan Bucking Award, Sr. Day At Capitol)
- Speak Outs /Legislative Round Ups
- Impacting Legislation
- Gaining Press Coverage Awareness of Commissions Role
- Maintaining Funding
- Getting Invited and Included In More Activities and Issues
- Vivian Reminded Boyd Committee That They Needed to Get Advice From the Commission

Advantages

What are those things that give us confidence about our Move into the future?

- Expertise (Individual Members)
- Education and Information Sharing (Resources)
- Increased Interest In Services
- Changes Getting More Info Out and Getting More People Involved
- Relationships with Stakeholders (Networking)
- Changes To Commission Brings in New Fresh Ideas

LONG TERM GOALS WORKSHOP

The long term goals workshop brings together a shared picture for the future of a program. The long term goals of an organization are held in part by all of its members. This workshop is the response statement of hope within the given environment.

This workshop for the Commission asked the question:

What are all the key long term goals that the Commission needs to consider?

Outreach and Partnership

- Develop /Maintain Stakeholder Relationships
- Increase Visibility and Credibility Of CCOA In Districts And Statewide
- Strengthen Relationship With Stakeholder Groups
- Local Outreach
- Develop Outreach Strategic

- Communication
- Continue To Enhance Relationship Commission and Area Agencies on Aging (AAA)

Subject Matter Experts on Aging

- Address/Assess Sustainability Of Senior Services
- Track Trends Based On Data
- State Level Needs Assessment To Be Used For Individual Area Agencies on Aging (AAA)
- Education For Citizens (Through Area Agencies on Aging (AAA))
- Changes Demographics/Healthcare/ Services
- Education
- Continuing Education for Commissioners Regarding National and Local Aging Issues

Effective Advocacy with Policy Makers

- Can't Improve Advocacy With Legislation and Governor
- Advocacy Seniors
- Better Communication With Legislators
- Increase Commission's Impact On Policy Making
- **Legislative** Advocacy

Visibility, Viability, Credibility

- Education "IN"
- Representation
- Raise The Profile Of The Commission
- More Committee Involvement By Commissioners

SHORT TERM GOALS WORKSHOP

In this workshop commissioners are asked to focus on actions. If an organization plans only in relation to its long term goals, it runs the risk of begin overly idealistic and unrealistic. By planning strategically, that is, in relation to its real situation and the real issues it faces, then it has a chance to realize its long term goals.

This workshop asks the question:

What are all the actions the Commission needs to take in the next year to ensure success?

Increase Visibility of Commission

- CCOA Booth At Aging and Disability Conference
- Recruit Nominees For the Allen Buckingham Award

- Strengthen Partnerships
- Increase Profile
- Increase Local Visibility Of CCOA
- Promote Visibility Thru Activities Programs
- Attend Area Agencies on Aging (AAA) Meetings And Other Local Aging Meetings
- Be Involved With Local Aging Organizations

Effective Utilization of Commissioners

- Identify Educational Needs of CCOA
- Expand Aging Knowledge
- Develop Core Competencies For Commissioners
- Pro Active Participation In Award and Other Activities

Develop Policies and Procedures

- Develop Policies and Procedures (If Needed)
- Develop Policies and Procedures For Commission
- Identify Resources
- Greater Involvement In Community Living New Office
- Continuing Updates On Commission In State Structure

Effective Legislative Advocacy

- Legislative 101 Training
- Orientation For All Training For Sara Betty
- Define Strategies To Influence Policy Makers
- Strategy Develop Relationships with Elected Officials
- Develop Duties, Roles Expectations Of Legislative Committee
- Develop Timely Dissemination Of Legislative Initiatives (i.e. emails)

IMPLEMENTATION PLANNING

To ensure success groups must work thought the details of implementation planning. The Commission took each of the Short Term Goals and outlined the following implementation steps for each short term goal.

Short Term Goal:

Increase Visibility of Commission

Decide Today:

- Ad Hoc Comm. Community Relations

Send To Committee:

- Advertise Open
- Committee Meeting W/Agenda Item For Public Committee

Other:

- Define A Format For Making Contact With Local Stakeholders Including: Who To Contact, What To Discuss And When To Have Completion

Team Members:

- Joe, Kari Visibility

Short Term Goal:

Effective Utilization of Commissioners

Decide Today:

- Internal Committee Involvement
- Be Involved in At Least One CCoA Committee
- Improved Coordination Of Commissioners Within Districts
- Create A Master “Skills List” Of Current CCoA Members
- Clearly and Concisely Define Who The CCoA Is And What We Do

Send To Committee:

- Agendas Based On Goals Invite Subject Matter Experts (SME’s) To Meeting
- Awards and Other Activities Community Relations
- Orientation Committee
 - Expand Knowledge
 - Core Competencies
 - Educational Needs

Other:

- ID Issues Of Aging and Aged
- Share New Info Internally and Externally
- Access Current Data On Colorado Seniors
- Conduct Environmental Scan Of Local Stakeholders

Team Members:

- Sheila, Ruth, Linda, Todd

Short Term Goal:

Develop Policies and Procedures

Decide Today:

- AD HOC Committee

Send To Committee:

- Expenditures
- Endorsements (Process)
- Executive Committee Decision Making
- Representation
- Who Can We Take Money From? (Sponsorship)

Other:

- ID Resources –Credibility/Reliability Of Resources Organization Chart – Where CCOA Fits –In (Community Living)
- CCoA Handbook
- CCoA Legislative Handbook

Team Members:

- Vivian , Bobbie

Short Term Goal:

Effective Legislative Advocacy

Decide Today:

- Expand Committee
- Not 2 New Members At Same times As Co Chairs
- Meet With Russ To Pick His Brain

Send To Committee:

- Legislative 101 Training
- Orientation For All Training For Sara Betty
- Define Strategies To Influence Policy Makers
- Strategy Develop Relationships with Elected Officials
- Develop Duties, Roles Expectations Of Legislative Committee
- Develop Timely Dissemination Of Legislative Initiatives (i.e. emails)

Other:

- Who Can Approach Legislators? i.e. State or County Employee?

Team Members:

- Bob Spuhler, Betty, Sara, Gail