



Council on Aging Needs Assessment Committee

Savery Moore

George Callahan

Joanne Nelson

Pat Henderson

Ken Morrison

September 18, 2018 Meeting Minutes

Attending: Savery Moore, Joanne Nelson, Ken Morrison

Absent: Pat Henderson, George Callahan

Also Present: Stephen Cole, Carole Julius

At approximately 9am Ken, Savery, Carole & Joanne discussed the transportation needs of the Council on Aging. The Gatra bus or Dial a Ride runs five days a week. The funding for this service is based on the senior and disabled population. It was determined that this service is adequate for now but if we are able to increase the participation we might need to increase it. There is a list of volunteers through the Council to drive Seniors to the Boston hospitals. Ken mentioned the Nathan Hale Foundation, which is funded by the State, to assist with transportation to Boston.

Stephen presented his revised Scope of Service with an adjusted project schedule time line. October 1<sup>st</sup> release RFP. November 1<sup>st</sup> RFP closes. November 8<sup>th</sup> finalists will be selected. November 14<sup>th</sup> presentation. November 19<sup>th</sup> vendor selected.

This includes the Scope of Work which the contractor will be required to follow. The contractor to be chosen will be vetted along with any subcontractors they may use.

Tasks for the contractor to follow when designing the survey. It is to be "Carver Centered". There are two survey methods to follow. One an internet based survey and the other would be a paper based survey. They will work closely with our Committee to develop and design the surveys.

Key Objectives include assessing areas of recreational, educational and health and wellness programs and how to determine what programs are most valued, and are there other programs in other communities that could be implemented in Carver. Determine the age demographics and how to assess the impact on programs provided or future programs.

Project Management requires the contractor to have the capabilities to provide the service required, meet the timeline and submit appropriate reports to the Committee to be able to utilize information received to move forward with the survey. As the project moves forward the Project Manager will require the Contractor to meet every other week with updates and having the option to change the timing if it is deemed necessary.

**Timing issues still to be determined:**

There is a question on the timing of the project. If we wait too long does the survey become mute because of the change in population demographics.

From December to April there is a 20% drop in the Senior population – how do we reach the "Snowbirds"? We need to be proactive to get their input.

**Marketing Skills:**

These are needed to advertise the worth of the Survey to benefit all Seniors in making our Council on Aging an inviting, fun and educational place to be.

We need ambassadors to advertise and places such as the library, churches, etc to encourage participation. Area 58 was mentioned as a possibility.

Ken Simmons was mentioned as a possible advocate. Stephen and Savery will follow up.

Stephen will reach out to Katheine Gallerani from the Carver Reporter to attend our next meeting.

Next meeting will be October 16<sup>th</sup> at 9am.

Motion to adjourn by Savery Moore at 10:25am

Seconded by Ken Morrison

Approved 5-0