**Age Friendly Initiative**

Miami-Dade County
Hosted by Health Foundation of South Florida

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**Steering Committee Meeting**
Tuesday, October 28, 2014
10:00 am – 12:00 pm

**In Attendance:**
- Santiago Bunce, Catalyst Miami
- Gretchen Beesing, Catalyst Miami
- Laura Cantwell, AARP
- Daniela Levine Cava, Miami-Dade County District 8
- Luis Collazo, Town of Miami Lakes, CFAL
- Mary Donworth, United Way of Miami
- Kamalah Fletcher, Catalyst Miami
- Anamarie Garces, Urban Health Partnerships
- Ali Habashi, University of Miami, School of Communications
- Eric Hansen, Miami-Dade Parks
- David Henderson, Metropolitan Planning Organization
- Susan Holtzman, Advisor, Commissioner Levine-Cava
- Barbara (Bobbie) A. Ibarra, Chamber of Commerce
- Marsha Jenakovich, Alliance for Aging
- Margie Lee, AARP
- Iveris L. Martinez, FIU Herbert Wertheim College of Medicine
- Maria Nardi, Miami-Dade County, Parks, Recreation & Open Spaces
- Ria Chattergoon, Great Miami Society of Human Resource Management
- Isabel Rovira, UHP, Miami-Dade Age-Friendly Initiative
- David Saltman, Florida International University
- Linda Schotthoefer, United Way of Miami-Dade
- Dacia Steiner, ReServe South Florida
- Edgar Vieira, FIU, Department of Physical Therapy
- Peter Wood, Health Foundation of South Florida

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**Summary/Minutes**

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<th>Agenda Item</th>
<th>Discussion</th>
<th>Action Item/Follow-up</th>
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| Welcome & Introductions | • Peter Wood, Co-Director of AFI Initiative, provided an overview of meeting and agenda  
• Meeting Recorded, we have some individuals joining us on the phone |                       |
| Milling Activity  | • Catalyst Miami provided a quick milling activity to assist the Steering Committee in getting to know each other    |                       |
| New               | • P. Wood introduced Isabel Rovira, the new coordinator. She will be                                               |                       |

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AFI Steering Committee Meeting Minutes
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<th>Coordinator Introduction</th>
<th>the go-to for information, questions, and updates and will serve as the liaison between partners. You can reach her at 786-224-2309 or <a href="mailto:isabel@urbanhs.com">isabel@urbanhs.com</a></th>
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| Looking Back             | • I. Rovira gave background on initiative; Miami-Dade is one of 5 grantees of the Grantmakers in Aging Community AGEnda Initiative funded by the Pfizer Foundation. This is the third and final year of the grant and they have a large focus on sustainability.  
• Accomplishments in years one and two include advancements in Leadership, Policy, Neighborhoods, Parks, Employment, and working with Stakeholders. Some partners provided additional notes on accomplishments.  
  **Leadership**  
• Formed a multi-sectorial age-friendly steering committee  
  **Policy**  
• M. Nardi: Parks & UHP worked together look at ways to incorporate age-friendly language into several elements.  
• A. Garces: UHP is presenting CDMP amendments to the Board of County Commissioners on Nov. 19.  
• D. Levine-Cava: Will be sworn in on Nov. 18 and would like to sponsor the CDMP amendments.  
• A. Garces: LRTP and amendments is on track to be approved.  
Regarding TDP, we have secured a place on the Steering Committee.  
  **Neighborhood**  
• I. Rovira: Phase 1 included improving opportunity for residents of Little Havana to walk and get around safely through the Safe Routes to Age in Place initiative. Phase 2 included development on an Age-Friendly Business district with over 25 businesses participating and working with community leaders and residents to develop what this would look like.  
  **Parks**  
• M. Nardi: Parks also worked with parks in Miami-Dade to make them more age-friendly. Parks also identified that capital projects should incorporate age-friendly elements.  
• P. Wood: Parks developed criteria for age-friendly designation.  
• M. Nardi: As funding becomes available for the parks, capital |
|                          | • Steering Committee is encouraged to join us in helping to voice need for CDMP amendments to pass on November 19.  
• UHP will reach out to Garrett at planning department re: Commissioner-Elect Cava’s interest in sponsoring. |
improvements will be incorporated which will help to work towards this designation.

**Employment**
- D. Steiner: ReServe produced a legal monograph debunking the top 5 months about older adults. Produced training materials in conjunction with AARP around recruitment, retention, and management. Also produced two videos, which are available as resources.

**Stakeholders**
- Completed a study on stakeholder attitudes towards older adults issues through the Benedixen & Amandi Study.
- Received support from Miami-Dade County Mayor’s Office.

**Moving Forward**
- WHO Age Friendly Community Designation Process was researched, and a Miami Dade County WHO Age Friendly Community Designation Plan was developed.
- Received funding for third year of initiative from GIA & Pfizer Foundation

### The Road Ahead

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<th>I. Rovira: Year 3 projects will include:</th>
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<td><strong>Leadership Development</strong></td>
<td>We will utilize a collective impact framework this year. An Executive Committee (this is a working name) that is a working group of leaders will help lead the initiative and be involved in decision-making with the Steering Committee providing guidance, feedback and input.</td>
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<td>Lead partner organizations will be asked to sign Memorandums of Understanding to solidify partnership and assist in leadership.</td>
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**Priorities & Action Plan**
- We will be utilizing the Results-Based Accountability Framework facilitated by Catalyst Miami to identify priorities for the initiative as well as to develop a 3-year action plan.

**Awareness Campaign & Age-Friendly Summit**
- We will develop and implement an awareness campaign targeting civic and business leaders with the assistance of a communications agency. RFP is currently out and an agency will be chosen in November.

### Other

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<th>Please let us know if you are interested in assisting with the awareness campaign working group</th>
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<td>Please let us know if you are interested in assisting with the Priorities/Action plan working group</td>
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<td>Isabel will reach out to AARP for more information on event in May in order to coordinate summit efforts</td>
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- Awareness Campaign will culminate in an Age-Friendly Summit
- M. Lee: AARP will be hosting a conference in May 2015. We should work together if dates are flexible to coordinate efforts.

**Project Expansion & Vitality**
- Policy Component: We will continue to see through the implementation of suggested language into the LRTP, CDMP and TDP
- Neighborhood Component: We will continue to grow the Age-Friendly business District and develop a toolkit
- We will also work to highlight the work that our partners are doing that fits into our age-friendly mission

**Technical Assistance**
- We will utilize the resources available to us through the Steering Committee, our age-friendly network, GIA, and Pfizer to provide technical assistance to selected communities interested in utilizing the assistance including the Healthy Community Partnerships.

**Evaluation**
- There will be continuous evaluation of the program especially of the awareness campaign and age-friendly summit led by consultant Marcela Gutierrez
- M. Gutierrez: We will first start with measuring change in knowledge, which is the first step towards changing opinions and affecting change.

## Collective Impact/RBA Overview
- Catalyst Miami: Gretchen Beesing, Kamalah Fletcher, Santiago Bunce
- G. Beesing: Catalyst will be facilitating the Collective/RBA process for us through February for the development of priorities and an action plan.
- K. Fletcher: We will be utilizing the Deitre Epps model, “Achieving ‘Collective Impact’ with Results-Based Accountability™”. Collective impact requires (1) a common agenda, (2) shared measurement systems, (3) mutually reinforcing activities, (4) continuous communications, and a (5) backbone support organization.
- RBA is a disciplined way of thinking and taking action used by communities to improve the lives. RBA starts with the end result and works backwards to means. It is data-driven, transparent decision making.

- Next meeting for action plan development and priority suggestion is scheduled for November 21, 2014.
| Leadership Working Group & Decision Making | • P. Wood: This year we want to do things differently and want to set up an Executive Committee, or leadership committee to help lead the initiative and lead decision making, etc. Steering Committee would be involved in providing feedback and insight to this working group/leadership committee.  
  - We envision the key partners being Alliance for Aging, AARP, HFSF, Miami-Dade County, UHP, and United Way and as necessary to be at the table, we welcome suggestions for others that want to be involved or are important to the group.  
  - M. Jenakovich: There may be some confusion with the term “Steering Committee”, since they are playing an advisory role.  
  - P. Wood: There may also be some confusion about the term “Executive Committee” as this is a working group. We will work on language used for this group, but it is a working group of individuals invested in leading and helping to move process along, specifically we would like their involvement and leadership in the development of Priorities, Action Plan, and Awareness Campaign.  
  - Benefits of involvement at this leadership/working group/partner level will include Advancement of partner goals, listing as a key leader in initiative materials, connecting to colleagues in the field, promotion of work through the Awareness Campaign, opportunity to target efforts in your areas of interest and being an agent of change for Miami-Dade and age-friendly work. | • If you are a key partner organization or would like to be involved in the action plan and priority development, please provide the name and contact information for the best person to be a part of this working group. |
| Questions & Final Thoughts | • Peter Wood  
• Please provide suggestions for someone that should be in our leadership working groups or on the steering committee | • Steering Committee to provide suggestions for additional members or organizations that should be at the table.  
• Next Action Plan Working Group Meeting: November 21, 2014  
• Next Steering Committee Meeting tentatively: January 22, 2015 |