

City of Birmingham
Regular Meeting of the Ad Hoc Aging in Place Committee
October 25, 2023

Conference Room 202

151 Martin Street, Birmingham, Michigan

Minutes of the regular meeting of the City of Birmingham's Ad Hoc Aging in Place Committee held on October 25, 2023.

- 1. Call to Order:** AIPC Chair Hoff convened the meeting at 4:00 p.m.
- 2. Roll Call:**

Present: Melissa Mark, Pam DeWeese, Rosemary O'Malley, Rackeline Hoff, Rebekah Craft, Cris Braun Leslie Pielack, Jay Reynolds (alternate)

ACM Staff Liaison Clemence introduced Mr. Jay Reynolds to the AIPC. Chair Hoff reiterated that CM Reynolds is an alternate member of the AIPC and would participate in conversation and discussion, but would only be a voting member if there was an absence of a regular member.

Absent: None

Guests: None

3. Approval of Minutes

A. Regular meeting of the AIPC on September 27, 2023

Chair Hoff asked if there were any comments or corrections to the draft minutes from this meeting. There were none. Chair Hoff asked for a motion to approve the AIPC minutes of September 27, 2023.

Motion by CM Pielack to approve the minutes of the September 27, 2023 meeting as is. Motion seconded by CM Mark. Voice Vote:

Yeas: Hoff, Mark, DeWeese, Pielack, O'Malley, Craft, Braun

Nays: None

B. Workshop meeting of the AIPC on October 11, 2023

Chair Hoff asked if there were any comments or corrections to the draft minutes from this meeting. There were none. Chair Hoff asked for a motion to approve the AIPC minutes of October 11, 2023. Voice Vote:

Motion by CM Craft to approve the minutes of the October 11, 2023 meeting as is. Motion seconded by CM DeWeese. Voice Vote:

Yeas: Hoff, Mark, DeWeese, Pielack, O'Malley, Craft, Braun

Nays: None

4. Guests

Chair Hoff saw that there were three members from the public and asked them to introduce themselves.

Kathy Devereaux, 1019 Rivenoak, Bir.

Dave Devereaux, 1019 Rivenoak, Bir.

Joel Milinsky – Mr. Milinsky stated that he was attending the meeting on behalf (representing) of the Birmingham Senior Men's Club.

5. New Business

- A. Discussion /Edit of Ad Hoc Aging in Place Community Survey Opening Language
 - i. Chair Hoff asked the committee about the scale of the survey and requested their thoughts on how the survey looks, the font, or any comment in general. CM DeWeese stated that she was pleased with the survey, but felt that it would be nice if the lettering was more "bold." CM Mark stated that she felt the box with the picture could be smaller to save room and felt that the scale should be in reverse order of the way it currently is. Discussion ensued and it was decided to leave the scale in its current form. CM DeWeese felt the blue box was "over the top." CM Pielack stated that in the City's Five Year Master Park Plan, there is a community description that she felt was very appropriate for the survey. CM Pielack stated that she thought the description would be a good "jumping off sentence." The sentence could be, "Birmingham maintains its small town feel while offering the recreational and cultural advantages of an urban area."
 - ii. CM Braun brought up the use of the word "senior." CM Braun felt that the AIPC should find a different term to use other than "senior." After some discussion, Chair Hoff offered up "older adults." The consensus was that would be more appropriate terminology.
 - iii. The committee then discussed whether or not the photo should be included. The consensus after discussion was that the photograph was a positive and should stay.
 - iv. CM O'Malley suggested taking out the last sentence of the blue box. After some discussion, it was decided that the last sentence would be removed.
 - v. CM Pielack suggested that at the top of the survey, the language should be adjusted on submitting the survey. After some discussion, it was determined that the line could be, "Complete this form or submit on-line."
 - vi. CM Mark suggested moving the QR code further to the right side at the top of the survey. Discussion ensued and all agreed that moving the QR code over to the right was a good idea.

- vii. CM DeWeese suggested moving the "submit your survey" information to the top of survey form from its current position at the end of the survey to assist older participants. After discussion, it was decided that some words could be made "bold" at the end of the survey to make it easier for older participants to use.
- viii. CM Craft suggested narrowing the scoring columns to add space, particularly on one of the lines that had a hanging word. After discussion, the consensus was that this was a positive idea.
- ix. Chair Hoff and CM Mark brought up the topic of the sentence, "If you are not a senior, please complete the survey from the perspective of a senior you know." After considerable debate and discussion, the consensus was that the survey was a "community" survey and that "all" were encouraged to participate and should do so from their own prospective. It was further discussed that the age range classification would be of great assistance in this area. It was felt that all persons should have a voice in the survey. It was decided that the line will be removed.
- x. In the sentence that talks about the City under the blue box, Chair Hoff and CM Pielack suggested some changes to the language, the boxes to be checked and the number of boxes that could be checked. After discussion, the following changes were agreed upon:
 - a. The first sentence could read, "What is the most important about Birmingham for older adults."
 - b. It was decided that "art sculptures" should be removed and replaced with a box for "Next."
 - c. The word "public" should be added to the "Baldwin Library" box.
 - d. The word "friendly" should be removed from the "Safe and friendly neighborhoods" box.
 - e. The "Community Activities (Parade, Farmers Market, Tree Lighting, etc.)" box should be renamed, "Community and Social Activities" box. The examples should also be removed.
 - f. There will be no reference to the YMCA.
 - g. The last sentence of the opening should read, "Please check all that apply."
- xi. CM Pielack also suggested that the "Library" and the "Museum" could be added together under one box.

B. Demographics

- i. In the demographics box, CM Alternate Reynolds suggested adding a box for a person who is retired. There was also discussion whether or not a "disabled" box should be added. It was decided that if possible, if there is enough space, a "retired" box should be added.

C. Birmingham & Your Needs

- i. CM Braun felt the first two questions should be moved to the end of the section from their current location at the beginning of the section. After

discussion, the consensus was to move the two questions to the end of the section.

- ii. CM Pielack wanted to note that when the City of Birmingham was being referred to, it was acceptable to refer to the City of Birmingham as "City" with a capital "C" and when simply referring to the word "city," it should be in lower case.
- iii. CM Craft suggested that in the question about the City's police, fire and public services, the question should read, "I feel the City of Birmingham's police, fire and public services meet my needs." After discussion, there was consensus to make the change.
- iv. The following are changes discussed by the committee in this section and agreed upon:
 - a. The questions surrounding a person's support system, financial preparedness and adequate health care should stay.
 - b. In the question concerning Next activities, Remove "lectures, fitness, art classes, card games and support services should be removed and replaced with" I am familiar with Next's comprehensive support services offerings." This question should also follow the question that details support services that older persons may need.
 - c. In the question, "it is important for me to remain in Birmingham as I age; it is a wonderful city to grow older in." will be replaced with, "It is important for me to remain in Birmingham as I age."
 - d. It was discussed in the "I have adequate health care and am healthy enough to live in residence" question be re-worded to say, "If my health was to worsen, I would still be able to stay in my home." It was discussed and deemed too negative and the original question is to remain.
 - e. In the question concerning support services, the question should be re-written to say, "I need help with the following support services." "Check all that apply." Also, in the box for "Minor Home repairs, the word "Modifications" should be added (Minor Home Repairs/Modifications." A new box should be added that states "Daily Living Activities."

D. Transportation

- i. The first question that reads, "Transportation is not a problem for me" should be re-written to say, "I have adequate personal transportation." After discussion, the consensus was to make this change.
- ii. The second question, "I would like the City to provide transportation such as a circulator bus transit or trolley" should be re-written to say, "I think it is important for Birmingham to have local public transportation." There was a great deal of discussion on this topic and no consensus was formed.

- iii. CM Alternate Reynolds brought up whether or not a question should be considered that talked about the City's partnership with SMART. CM Braun echoed his statements. A potential question could be, "I am familiar with the City's partnership with SMART to provide transportation to area appointments and locations." After discussion, there was a consensus on this change.

E. Housing

- i. CM O'Malley brought up trying to add a question about updating City zoning/building codes. A potential question was discussed, "I would like to see Birmingham's zoning codes updated to assist with improving housing options." There was discussion on this and both ramps and elevators were brought up. The City already has a zoning law that allows ramps now and elevators are also permitted as long as the occupant of the home is within lot coverage rules. No question was added at the time of the discussion, but see the next item below as it may address this issue on a surface level.
- ii. Another potential question was discussed as it relates to housing options. The question would be a "check all boxes that apply question" that would read, "I would like to see alternative housing options in Birmingham." The boxes would be: accessory dwelling units (ADU's), small homes, townhomes, duplexes, co-housing and multi-family buildings. After discussion, there was a consensus that this change should occur.
- iii. CM O'Malley and Chair Hoff both offered up similar questions that could be asked, "There are a variety of living options for older persons in Birmingham" and "Birmingham offers a variety of living options for older persons." Discussion on these questions was positive and consensus was that one could be included if space allows.
- iv. The question directly related to ADU's was too long and should be eliminated. There was discussion on this question and there was consensus to eliminate the question.
- v. Chair Hoff offered up a potential question of "I am concerned about being able to afford to live in Birmingham as I age." The question was discussed and some thought it was too negative in nature, but others thought it was an important question to include. Further discussion on this question was positive and consensus was that one could be included if space allows. In a previous section (Birmingham & Your Needs), there is a question that asks, "I am financially prepared to age in place."
- vi. In the last question in this section, the "circle all that apply" format should be replaced with "check all boxes that apply" format. After discussion, there was a consensus that this change should take place for consistency. In the boxes, the box for "being alone" should be removed and "being alone" should be combined with the box for "feeling isolated" (Feeling isolated/Being alone). After discussion, there was a consensus that this change should occur.

F. Social & Civic Engagement

- i. In the first question, "Birmingham has enough civic destinations and outdoor space (buildings, parks, etc.)" CM Craft suggested that the question be re-written to say, "I am satisfied with Birmingham's civic destinations and outdoor spaces." After discussion, there was consensus for this change.
- ii. Chair Hoff questioned the need for the second question, "I feel it is important to volunteer." After discussion, there was consensus that the question did not have enough value and should be eliminated.
- iii. CM Pielack stated that in question three, the word "City" be replaced with the word "community." After discussion, there was consensus for this change.

G. Communications

- i. In the first question in this section, the format should be changed to the "box" style format and "check all that apply" should also be added. This change was to ensure consistency throughout the survey. After discussion, there was consensus to make this change.
- ii. In the second question, "If you would like more information about senior services, or frequent calls to check on your welfare, please provide your contact information (optional)" could be re-written to read, "If you would like more information about older adult services or if you would like to receive a weekly telephone call to check on your welfare, please provide your contact information (optional)." After discussion, there was consensus for this change.
- iii. CM Pielack suggested that the wording in the final question in this section be changed to make sure people understand what the purpose of the follow-up is. After discussion, there was consensus to change the question from "If you would like to be contacted regarding senior services, list your name and contact information here (optional)" to read, "If you would like to be contacted for a personal interview regarding your survey responses, please provide your name and contact information (optional)."

H. Submit Your Survey

- i. In line one, there was consensus to remove the word "snail" and replace it with "U.S."
- ii. See Section 5 (A) (vii.) above. In line two, after discussion, it was consensus that the locations where the Community Survey could be returned should be in "bold" print to assist older persons to know where to take their completed surveys.
- iii. In the blue box at the end of the survey, CM Pielack suggested saying "thank you" to the survey participants. After discussion, there was consensus to include a "thank you" in the final blue box if space allowed for it.

6. Open to the Public for Items Not on the Agenda:

- A. Resident Dave Devereaux of 1019 Rivenoak attended the meeting and thanked the AIPC for their work on this Community Survey project. Mr. Devereaux also mentioned that it would be nice to be able to scan the Community Survey and send it to a City email address.

7. Miscellaneous Communications: None

8. Announcements:

- A. Staff Liaison ACM Clemence reminded the AIPC members that the next regularly scheduled meeting of the AIPC will be on November 15, 2023.
- B. Staff Liaison ACM Clemence asked the AIPC if they wanted him to complete the changes and submit the Community Survey or would the AIPC like to meet again on the 8^h and edit the revised version of the Community Survey. After discussion, it was the consensus of the committee to meet one more time to edit the revised Community Survey.
- C. It was suggested that the start of the meeting be moved to 3:30 pm instead of 4:00 pm to facilitate completing the Community Survey edit. After discussion, there was a consensus for the change.
- D. Staff Liaison ACM Clemence confirmed for the AIPC that the City's water bills do go out to all consumers over the course of three months. The completed survey must be done and submitted to the City's vendor for inclusion in the water bills by the 15th of the month. As such, the schedule for mailing out the Community Survey in the City's water bills will now take place in December, January and February. The only change to the AIPC schedule will be that the AIPC will not be able to attend the Farmers Market on Sunday, October 29, 2023.

9. Adjournment: With no further business being evident, Chair Hoff closed the meeting. CM O'Malley made a motion to adjourn the meeting at 5:33 pm. Seconded by CM Mark.