



**SENIOR ADVISORY BOARD
WORK SESSION MINUTES**

**Tuesday, December 1, 2020
City Hall Conference Room
4000 Main Street
Rowlett, TX 75088**

Present: (remotely) Regular members: Chair Patricia Bird, Vice-Chair Virginia Denson, Veda Kull, Susan Bell, Alberta Reese; Alternate: Kenneth Williams

Absent:

Visitors:

Staff: Shelly Monroe, Parks and Recreation Administrative Assistant; Aaron Cleaver, Parks and Recreation Business Manager; Alex Buie, IT Department

Due to the public health emergency and to conform with the social distancing requirements, the Senior Advisory Board meeting was held via teleconferencing. The public was provided an opportunity to submit comments for a specific agenda item or general comment through citizen email address.

1. The Chair, Patricia Bird, called the work session to order at 10:35am. Kenneth Williams appointed as a voting member. Quorum present.
2. Citizens' Input.
No input for this meeting.
3. Discuss the platform for AARP Livable Communities Listening Sessions to be held in January 2021.
The listening sessions will have presentation to show to the attendees and there will be a discussion segment. After discussion it appears the Zoom webinar function may be the best option which will allow control of promoting persons to speak for a set amount of time and put back as an attendee rather than a panelist. Alex Buie will get more information to us and members can further discuss at the regular meeting on December 21, 2020.
4. Prepare and plan for AARP Livable Communities Listening Sessions.
 - A. The Listening Sessions will be held January 26, 2021 at 10:00am and January 28, 2021 at 6:30pm. Members reviewed the Roadmap Listening Session Guide to plan for the sessions.
 - B. How to advertise, especially for the hard to reach seniors. Veda Kull inquired if hard copies of the announcement flyer be dropped off to places such as Evergreen, churches, library, etc. This can be done. Question asked if a person is not able to attend one of the sessions can comment still be submitted. Aaron Cleaver said it is possible. Patricia suggested members getting in touch with organizations who have contact with the hard to reach seniors.
 - C. A script will be developed, and a hard copy will be mailed to members prior to the listening sessions so everyone will have something to follow.

- D. At the next meeting members will discuss possible questions for the public during the listening sessions. Members will send these questions to Shelly Monroe for the discussion.
 - E. During the discussion part one person on the team will speak and one person take notes. Kenneth Williams will compile all the notes and asking for a format that information is submitted by subject or domains.
 - F. Decision made to not do an evaluation portion for the listening sessions. The list of invitees will be sent both invitations so they have the option of which session to attend.
5. Public announcements. Members of the Board and/or staff may make announcements of local civic events.
No announcements.
6. Members of the board may request topics for future meetings.
Seminars for 2021 - questions for January 12, 2021 presenter.
7. Adjournment.
Susan Bell made a motion to adjourn at 11:50am.
Veda Kull seconded the motion.
Unanimous by all those present to adjourn.



Patricia Bird, Chair



Aaron Cleaver, Director of Parks & Recreation