

JAMIE MAGEE, CHAIRPERSON
LINDA FORTE
ANTIONETTE JOHNSON
CATHY PARKER
HELEN PASE
SCOTT PHILLIPS



LINDA ROGERS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Minutes of Meeting

July 19, 2021

A regularly scheduled meeting of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, July 19, 2021, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following members were present:

Linda Forte
Antionette Johnson
Jamie Magee
Cathy Parker
Helen Pase

Scott Phillips
Linda Rogers
Larry Savage
Fran Smith
Helen Smith

Call to Order

Jamie Magee, Chairperson, called the meeting to order at 10:01 a.m.

Approval of Agenda

A Motion was made by Helen Smith, seconded by Cathy Parker, to approve the Agenda as posted. Motion adopted by Voice Vote.

Approval of Minutes

A Motion was made by Helen Pase, seconded by Larry Savage, to approve the minutes of January 27, 2020, as distributed. Motion adopted by Voice Vote.

Introductions

Carolyn O'Neal, CHEER Community Relations, introduced herself to the Committee, and committee members introduced themselves.



Review of the Committee

The Advisory Committee on Aging & Adults with Physical Disabilities was created by the Sussex County Council in 1988. The Committee meets every other month (January, March, May, July, September, and November) at 10:00 am on the third Monday of the month.

Review of the Bylaws

The Advisory Committee serves as a liaison to the Sussex County Council. Its mission is to promote and advocate for the aging and adults with physical disabilities by increasing dialogue, identifying unmet needs, and guiding constituents to available services and programs.

The Committee meets every other month (January, March, May, July, September, and November) at 10:00 am on the third Monday of the month.

Members of the Committee are appointed by the Sussex County Council (two are appointed by each Council member and three by the President of the Council). There shall also be a designee of the Sussex County Council and a designee of the Delaware Division of Services for Aging and Adults with Physical Disabilities, who shall serve as non-voting members. (Note: We have not had a designee from the Sussex County Council on the Committee for some time, and we no longer seem to have someone from the Division of Services for Aging and Adults with Physical Disabilities at this time. Jamie Magee will speak with County Administrator Todd Lawson about this.)

Members of the Advisory Committee are appointed for two-year terms.

There are three officers on the Committee – Chairperson, Vice-Chairperson, and Secretary. These are elected for a two-year term by a simple majority of the members of the Committee.

Jamie Magee announced that all current members of the Advisory Committee have been reappointed for another two-year term. There should have been an election in May, as the term of the Chairperson, Vice-Chairperson, and Secretary expired then; however, there was no meeting for over a year and a half, so the elections were not held. Ms. Magee asked members how they felt we should proceed. Several members felt that the current officers should stay on for another two years. A Motion was made by Fran Smith, seconded by Linda Rogers, to retain the current three officers until May 2023. A Voice Vote approved the Motion.

Members are to be notified of meetings in writing, 72 hours before the meeting.

A simple majority constitutes a quorum. The Committee follows Robert's Rules of Order.

If a member misses three consecutive meetings, there may be a reason to replace that person. After two absences, the Chairperson will contact the individual to determine the reason for the absences, and whether the person wishes to remain on the Committee. The County Administrator shall be notified of the absences, and whether the member wishes to continue to serve on the Committee.

The Chairperson shall appoint members to three standing Committees:

- Nominating
- Bylaws
- Public Information

Note: A Nominating Committee has been chosen every two years, when there was an election. There has never been a Bylaws Committee, as far as any current members can recall. Scott Phillips has handled Public Information by himself in the past. Ms. Magee will work on these three committee assignments.

A suggestion was made that maybe the bylaws should be reviewed periodically.

Other standing committees may be appointed as needed. The only one we had in the past was the Conference Planning Committee.

Amendments to the bylaws may be proposed, in writing, by any voting member of the Committee.

Resignation

During the discussion of Public Information and the need for a Committee to share the workload, Scott Phillips announced his resignation, effective August 1, 2021. Scott will be moving out of his current district to another district in Sussex County.

Outreach

Jamie Magee addressed how the Committee could best serve our constituents. Would continuing with one large conference each year and a monthly meeting with speakers be the best way to go, or should we try 3-6 larger, more elaborate meetings at our regularly scheduled times? A discussion followed:

- Last conference was well attended
- A lot of work to have one every year
- Difficult to find a place to hold it, unless we book with Crossroad Community Church early enough
- Not enough people on committee to put on a big conference each year
- COVID – we have no idea when it will be safe again

- **Three really good meetings per year might be better – could have three different topics instead of one and, if well publicized, we might reach more people**
- **With three meetings, we could hold them at other places (not just Georgetown) in order to serve the entire county**

Possible topics if we decide to hold 3-6 more elaborate meetings per year and no annual conference:

- **Veterans**
- **Social Security**
- **Transportation for seniors**
- **Affordable housing for seniors**
- **Downsizing**
- **Hospice**
- **Living wills**
- **Estate planning**

Ideas and problems:

- **Can we do publicity ourselves, or do we have to rely on the County's publicity person to do press releases for us? He usually doesn't release them until two weeks prior to the event, but for a conference or even for a large meeting, that isn't far enough in advance. Could a subcommittee meet with the County publicity person to discuss our concerns?**
- **Should it be in the bylaws that we can't have for-profit speakers at our meetings? Or, if they don't mention their company's name, can they still speak in general terms? Jamie Magee will ask County Administrator Todd Lawson.**

Survey to seniors:

- **To find out what is concerning seniors, could a survey be developed to see what topics they would come out to hear about? CHEER would probably be able to hand them out for us.**
- **Scott Phillips will check the last conference attendance surveys to see what the attendees mentioned.**

Meeting location and time:

- **Linda Rogers pointed out that in the past when we have had meetings at CHEER locations throughout Sussex County, they weren't always well attended. Some people forgot where the meeting was being held that month. Linda Forte said we could hold some meetings at Easter Seals, if the room is available. They are not closed on Mondays after holidays, and there would be no charge for us.**
- **Linda Rogers also suggested a different day of the week than Monday might get more people to attend our meetings. Mondays are often holidays or busy days**

after vacations or the weekends. Linda Forte pointed out that this had been suggested recently in the past, but most committee members preferred the Monday meeting day.

Old Business

There was no Old Business to report.

New Business

There was no New Business to report.

Next Meeting

The next regularly scheduled meeting of the Advisory Committee will be held on Monday, September 20, 2021, at 10:00 am at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, in Georgetown.

Chairperson Jamie Magee asked each member to think about how we can best get information to seniors and adults with physical disabilities, and to come prepared to the September meeting to discuss a big conference vs 3-6 smaller meetings per year, plus possible topics for those meetings.

Adjourn

A Motion was made by Helen Smith, seconded by Helen Pase, to adjourn at 11:36 am. Motion Adopted by Voice Vote.

Respectfully submitted,

Helen Smith, Secretary