South Orange Senior Citizen Advisory Committee Meeting
Proposed Meeting Minutes
August 16, 2016

Present: Scott Egelberg, Chair; Harold Colton-Max; Alyssa Aronson; Marie Somers; Nan Samons; Peggy Cinberg; Frank Franzonia

Scott called the meeting to order at 6:39 p.m..

A motion was made by Marie to adopt the minutes from the prior meeting. Nan seconded the motion. Scott noted that Sheena's name was misspelled. The minutes were approved as amended (to correct the spelling of Sheena's name) by a unanimous vote of those present.

As it related to the planning grant which the Village and the Township of Maplewood had been given by the Grotta Fund for Senior Care, Scott read an e-mail from Barry that he had just received about where things stand (attached hereto). It was noted that the Plan submitted to Grotta along with proposal for next round of funding of $25,000.

As it related to the Committee's Annual Senior Forum, the members present discussed how this would dovetail with the plan submitted to the Grotta Fund. We had been looking at a date in later September for the Committee forum. However, the proposal shows a public forum for the Grotta-funded Age-Friendly Planning Initiative in weeks 10-12 of the grant period (starting October 1, 2016 which would mean mid- to late December). It was agreed that Scott would ask Barry to come speak to the South Orange Senior Citizen Advisory Committee about coordination around public events and in general.

Also, it was agreed that the South Orange Senior Citizen Advisory Committee should recommend to the Board of Trustees that the Village (jointly with Maplewood) should use the forum as an opportunity to educate people about the age-friendly planning initiative funded by the Grotta Fund.

Trustee Schnall approached Scott about a proposal from the nonprofit organization Arts Unbound about providing arts classes which would involve participant payments ($5 per class) and a contribution from the Town ($2,000 annually) (see attached proposal). The committee unanimously agreed that we should support the initiative. Scott will send a letter to Trustee Schnall to that effect.

New Business – Frank talked about reactivating the subcommittee to look at legislative/housing initiatives that would initially have Frank and Jackie Herships as volunteers such as reducing property taxes.

Peggy and Nan returned to a subject raised at prior meetings about getting feedback from local merchants about how the Senior Discount Card has helped them or not. Scott said that he has been asking for information from Bob Zuckerman, E.D. of the South Orange Village Center Alliance (SOVCA) but has not gotten a response yet. It was agreed that Scott would send an e-mail to Bob requesting the information again on behalf of the entire committee while copying all of the members of the Committee, Sheena and Barry.

It was reviewed that the Committee's next meeting will be held on Tuesday, September 20, 2016 starting at 6:30 p.m..

There being no further business, Scott called for a motion to adjourn. A motion was made by Marie and seconded by Nan. The motion was adopted unanimously and the meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Harold Colton-Max

Colton-Max, Harold

From: Barry Lewis <blewis@southorange.org>
Sent: Tuesday, August 16, 2016 6:36 PM
To: Scott Egelberg; Colton-Max, Harold
Cc: Sheena Collum
Subject: Grotta Fund
Attachments: South Orange-Maplewood Age Friendly Community Planning - Implementation Phase Part A Three Month Timeline.pdf

All,

As you know, the Village applied for and was awarded, in conjunction with Maplewood, a $35,000 planning grant from the Grotta Fund to undertake an Age Friendly Community Assessment.

The Grotta Fund advised the planning grant recipients that they intended to make available implementation grants/funding to further carry out the finding and recommendations of the assessment.

The grants are available for a three year implementation period, at $75,000 per year, with an application necessary for each continuing year of funding.

As part of the first year implementation funding, the Grotta Fund provided for an interim 3 month funding application up to $25,000 (from the first year's $75,000) which could and was anticipated to be used to complete the transition from assessment to action plan with concrete and specific goals and establish a structure to ensure the sustainability of the initiative.

I completed that application last Friday and it was timely filed with the Grotta Fund. It is again with Maplewood and largely contemplates the continue retention of New Solutions, our consultant who worked very hard in the planning/assessment phase, to translate the goals from the Assessment into an Age Friendly Community Action Plan which identifies short, medium and long term goals and actions, establishes a structure with subcommittees to steward each of the initial 3 – 5 goals, and complete the full implementation grant application.

A site visit and meeting with the Grotta Fund is scheduled for next week and they have asked us to limit our group to 3 or 4 people. I will attend, as will Harold Colton-Max as a stakeholder representative, and a representative from Maplewood.

Following that, we anticipate a quick and hopefully favorable decision on the interim funding. That funding will then cover the approximate October through year end three month period, during which we will have a lot more work to do. The full first year implementation funding application is due in late October.

I am attaching the timeline that was submitted with the interim application last Friday. The application was completed online, so I will have to see if I can print or export a copy to send to you.

Barry R. Lewis, Jr.
Village Administrator
Township of South Orange Village

3rd Floor – Suite 302
76 South Orange Avenue
South Orange, New Jersey 07079
(973) 378-7715 Ext. 2
blewis@southorange.org

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In short: Assume this email correspondence is public information.

South Orange/Maplewood Age Friendly Community Action Plan

Age-Friendly Community Initiative Implementation Grant Year 1 Part A

Township of South Orange Village

Mr. Barry R. Lewis Jr.
76 South Orange Avenue
Suite 302
South Orange, NJ 07079

O: 973-378-7715 ext. 2
M: 973-879-5208

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76 South Orange Avenue
Suite 302
South Orange, NJ 07079

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Application Form

Project Name*

Please provide the name of your Age-Friendly Initiative below.

South Orange/Maplewood Age Friendly Community Action Plan

Amount Requested*

Enter the amount that you are requesting, up to $25,000. Please note that the amount of funding that can be requested for this three month period added to the request for expenses during the next nine month period cannot exceed $75,000.

$25,000.00

Organization Payment Name and Address*

If the grant is approved, we need to know the exact name and address where the checks will be sent. You may change fiscal agent from the prior Planning Grant for this grant.

Township of South Orange Village
76 South Orange Avenue
Suite 302
South Orange, NJ 07079

Current Year Organization Operating Budget- Income*

$33,662,107.00

Current Year Organization Operating Budget- Expenses*

$33,662,107.00

Project Summary and Key Goals*

Please provide a brief narrative of your proposed project. In addition, describe your key goals for the interim three-month period, aimed at transitioning from data to action plan, preparing your community for Year One Part B- Implementation. Be sure to refer to your initial findings and recommendations, as well as the handouts, Examples of Planning and Implementation Timeline and The Guiding Principles for Sustainability.

Our overall project is to create a comprehensive Age Friendly Community Action Plan utilizing the data and information obtained in the Planning Grant - Assessment Phase. The Action Plan is intended to identify and prioritize short, medium and long term goals directed towards improving the Age Friendliness and Livability of our Communities for our seniors, addressing the eight domains of livability.

The keys goals of the interim three-month period are (i) to conduct a targeted follow up assessment focused on lower income and non-english speaking seniors who were underrepresented in our initial survey data, (ii) to create a comprehensive Age Friendly Community Action Plan; including identifying three to five short term goals that are achievable within the first year of implementation, (iii) to create subcommittees of

interested stakeholders for each of the short term goals who will oversee the implementation and activities necessary to achieve their respective goal, (iv) to create a "brand" name for the long term Age Friendly Community Initiative with an accompanying logo, slogans, etc.., potentially through a public contest (v) to make a public presentation of the findings of the Assessment and the Action Plan to the governing bodies of the two communities and the general public and (vi) to identify an proposed a organizational structure, possibly to include a shared service between the communities, which will create a centralized point of contact and responsibility for all aspects of the Action Plan and senior needs and services generally.

Activities to Achieve Goals*

List and describe your activities that will be performed during the three-month period. Be sure to refer to your initial findings and recommendations, as well as the handouts, Examples of Planning and Implementation Timeline and The Guiding Principles for Sustainability.The activities should also include plans to develop your grant application for Implementation Year One- Part B. For the period, provide a detailed timeline, in 1-3 week increments, showing the steps and activities that will be performed.

South Orange-Maplewood Age Friendly Community Planning - Implementation Phase Part A Three Month Timeline.pdf

See attached timeline for the initial 3 month implementation phase which identifies and discusses the activities and actions planned for the 3 month Part A Implementation Phase.

In summary, we anticipate using the initial three months to (I) finalize the short medium and long term goals, (ii) identify 3 to 5 short term Year 1 goals and create a stakeholder subcommittee for each identified goal who will create specific task oriented action plans to achieve each goal within one year (iii) analyze options and identify a recommended long term organizational structure to ensure the continuity and sustainability of the Age Friendly Community Action Plan (iv) brand and publicize the initiative and Plan.

Lead Organization*

Indicate and describe the lead organization. Describe the organization's mission, current focus and activities, and commitment to lead the age-friendly initiative.

The Township of South Orange Village ("South Orange") is a municipality governed by an elected Village President and six elected members of a Board of Trustees. The Township of Maplewood ("Maplewood") is a municipality governed by a seven member Township Council, from among whom a Mayor is selected annually. South Orange and Maplewood's (collectively "SOMA") mission and activities are to provide a full range of municipal services to the community. Included within the SOMA community are a significant number of senior citizen and soon to be senior citizen residents; being over 20% of the SOMA combined populations. Both Communities are fully committed to the age-friendly initiative.

Champion and Key Players*

List the name of the champion and key players who will be responsible for the project. If there is an advisory committee, provide a listing of the stakeholder groups represented. Also indicate if a consultant is being used. Justify why you think these individuals will be successful contributors to this phase.

The "champions" are the Townships of South Orange Village and Maplewood, with Village Administrator Barry Lewis as the principal contact. We have established an Local Steering Committee for this initiative

which includes numerous representatives from both governments, including department heads, senior housing partners, houses of worship, hospitals and medical providers, senior services providers, business groups, local senior citizen groups and many others, more specifically listed in our Final Planning Report.

The communities have used New Solutions as our consultant in the Planning Phase and they have been invaluable in organizing and leading the overall effort. The broad base of stakeholders is critical to ensuring all views are heard and the consultant is critical to organization.

Additional Information

Feel free to use this space to offer additional comments, including ways we as funders, can assist you. Some examples include: suggested speakers, topics for presentations, information sharing from conferences and other opportunities to amplify the success of this phase.

Required Attachments

Project Budget*

Please attach a detailed project budget with line items and budget justification. Clearly specify the total amount requested from the Grotta Fund as well as which line items you are requesting our funding. Be sure to list additional funds or sources of income to be used for this phase (from fees, donors, other foundations, and board support, and indicate if these funds are already committed or pending. Maximum request $25,000.

South Orange-Maplewood Age Friendly Community Planning - Implementation Phase Part A Three Month Budget.pdf

When you submit this form, you should immediately receive a confirmation email. The sender will be administrator@grantinterface.com. If you do not receive an email, please check your spam folder to insure that you do not miss this and future correspondence throughout the grant application process. Thank you.

File Attachment Summary

Applicant File Uploads

- South Orange-Maplewood Age Friendly Community Planning - Implementation Phase Part A Three Month Timeline.pdf
- South Orange-Maplewood Age Friendly Community Planning - Implementation Phase Part A Three Month Budget.pdf

South Orange/Maplewood Age Friendly Action Plan

Implementation Part A

Project Timeline (3 Months)

Weeks 1 - 3: Begin Transition to Action Plan

- Confirm roles of and retain Consultant for continuing implementation services.
- Conduct a targeted outreach via survey and/or focus group in an effort to identify and obtain input from low income and non-english speaking seniors who were underrepresented in initial Assessment.
- Meetings with Local Steering Committee to discuss, confirm and finalize goals and priorities in converting Planning Phase Assessment data into long term Action Plan.
- Identify 3 – 5 short term (Year 1) goals and establish stakeholder subcommittees and chairpersons for each goal identified.
- Launch effort to "brand" the Age Friendly Community Initiative, including a name, logo, slogans, etc.; possibly through a public outreach or contest
- Begin process to identify a proposed organizational structure which will create a centralized point of contact and responsibility for all aspects of the Action Plan and senior needs and services generally.

Weeks 4 - 6: Formulate Action Plan – Short and Long Term

- Continue meetings with Steering Committee to mold Age Friendly Community Action Plan
- Conduct Subcommittee meetings to discuss and develop specific action plans for 3 – 5 short term goals to be achieved in the first year of initiative.
- Begin discussion and preparation of Grotta Fund Implementation Phase Part B Grant Application
- Continue and complete "branding" of Age Friendly Community Initiative, and publicly announce and promote the new identity via press conference, press releases, email and other distribution and announcement and presence at public meetings and events.
- Continue discussions and analysis of organizational options for ongoing success, including possible shared employee/director, continued consultant services or other options.

Weeks 6 - 9:

- Finalize and submit Grotta Fund Implementation Phase Part B Grant Application
- Continue public "roll out " of "brand" at public events, meetings and in publications.

- Subcommittees to finalize and present discrete action plans for each of the selected 3 – 5 short term goals to be completed in Year 1 to the Steering Committee for discussion and consensus.

- Consultant to complete draft of Action Plan and conduct meetings and discussions with Steering Committee to reach consensus on goals and priorities for final Action Plan

- Finalize recommendation for long term organizational solution to oversee and be responsible for ongoing commitment to Action Plan.

Weeks 10 - 12: Finalize and Announce Age Friendly Community Action Plan and Short Term Goal Plans

- Subcommittees to finalize specific action items and discrete steps and milestones directed towards the achievement of their identified short term goal, to be completed within a one-year period, including identified metrics to evaluate levels of success.

- LSC to Finalize identification of goals/projects to be completed in each of the three program years based upon realistic assessments of available personnel and resources.

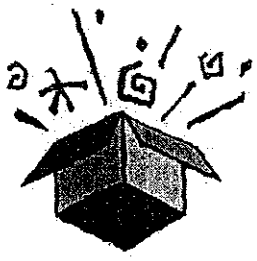
- Identify and document project cost estimates, local contribution amounts and potential sources of additional funding for short, medium and long term goals

- Finalize Age Friendly Community Action Plan for formal adoption and submission.

- Conduct one or more public meetings, including governing bodies of each community, to publicize and discuss the initiative, the Planning Phase findings, and the Action Plan and short and long term goals.

- Obtain commitment of both communities to proposed organizational structure to ensure long term continuity and sustainability of Age Friendly Community Initiative.

South Orange/Maplewood Project Budget Grotta Fund Implementation Phase Part A			
Revenue	**Total for Project**	**Confirmed (C) or Prospective (P)**	**Justification**
Grants, Contracts, Contributions (list each source separately and add lines as needed)			
Grotta Fund	**$ 25,000.00**	**$ 25,000.00**	
Fees for Services/Earned Income			
Fundraisers, events, sales			
Endowment or Restricted gifts			
Miscellaneous			
Total			
In-kind or Internally Allocated			
South Orange/Maplewood	**$ 10,000.00**	**$ 10,000.00**	
Total Revenue for Project	**$ 35,000.00**	**$ 35,000.00**	
Expenses	**Total for Project**	**Grant Request or In-Kind (IK)**	**Justification**
Staff salaries and wages (please list project staff separately along with the percent of their time on this project)			
South Orange/Maplewood Staff	**$ 6,000.00**	**$ 6,000.00**	
Fringe benefits (total for all staff)			
Equipment directly related to the project			
Supplies and materials	**$ 1,500.00**	**$ 1,500.00**	
Printing			
Travel			
Staff and volunteer training			
Contract Services/Consultants(please list separately)			
New Solutions (Consultant)	**$ 27,500.00**	**$ 27,500.00**	
Miscellaneous please specify)			
Total Expenses	**$ 35,000.00**	**$ 3,500.00**	
Income-Expenses			



arts unbound

Proposal for providing participatory arts programming for
senior residents of South Orange

Program Model: Two-hour classes delivered once a week at a community setting chosen by the Village of South Orange. Classes delivered in ten-week blocks, with each block covering a different artistic medium to encourage seniors with different interests to attend. Each class will accommodate 15-20 seniors. Classes led by professional teaching artists from Arts Unbound. Volunteer class assistants recruited and screened by Arts Unbound. Each senior will contribute $5 per class. No student will be turned away for inability to contribute. If feasible, transportation provided to participants by Village of South Orange. All participants would be encouraged to submit work to our annual Student and Teacher Exhibit.

Program Outputs:

- Four 10-week sessions, each covering a different artistic medium (photography, drawing, textiles, painting)
- 40 two-hour classes, 80 hours of instruction
- Serving 15-20 seniors per session, 60-80 seniors over the course of the year

Program Outcomes:

- Mastery of new skills
- Creative expression
- Meaningful social engagement
- Improved emotional well-being
- Positive change in caregivers' perceptions of seniors

About Arts Unbound:

Arts Unbound is a 501(c)3 non-profit organization founded in 2000 by South Orange resident Catherine Lazen. Arts Unbound has been providing participatory arts programming for seniors since 2006 and serves approximately 150 seniors each year through its group classes in the community.

Activities for adults should be informed by the experiences, interests, and goals of the participants. Arts Unbound asks participants about their learning goals prior to instruction, uses lesson plans that reflect those goals, builds upon projects so that skills are developed in