

## Minutes of the CoA H ad W meeting of April 5, 2022

**Attendees:** Marsha Weber, Neal Brown, Barbara Selter, Eddie Revas, Kendell Matthews, Virginia Cain, Betsy Carrier, Rev Vikoram. , Joyce Dubow, David Engel, Nikiru Ezeani, Laurie Pross, Bozena Skraban, Marcia Pruzan, Shawn Brennan, Tina Purser-Langley

**Approval of the Minutes:** The minutes of the meeting of March 1, 2022 were corrected to add Neal Brown as present and were then approved.

**Discussion:** Marsha introduced "Planning for Life: Transitions as We Age" a draft discussion document that had been distributed to committee members prior to the meeting. She noted that this document was an elaboration of an idea first proposed by Virginia in response to the chairs' solicitation of ideas for the committee's 2022-23 work. The committee was generally supportive of the outline that had been distributed.

Virginia described the difficulty people have as they experience life transitions and the challenges family members may face in addressing these as the life experience of their loved ones change over time. Financial matters and health-related issues were the two themes Virginia had identified in her proposal. A subgroup of the committee subsequently met to expand on these themes and the draft discussion draft was the product of its initial meeting. Virginia summarized these ideas and suggested that the full committee discuss how to proceed.

The committee discussed several types of potential formats, such as fact sheets, speakers on specific topics, and a compendium of fact sheets on multiple topics.

- Tina has begun to assemble a list of existing resources that can be used by the committee to develop its own materials or to simply convey directly to the public. (This list was included in the discussion draft.)
- Marcia Pruzan suggested a factsheet or a worksheet that categorizes information that family members should have and offered to share the information she has used to communicate with her family members.
- Kendell noted the county has a document called a File of Life that summarizes important information that is useful in emergencies and other situations.
- Betsy suggested adding information to help evaluate places people may move to. Rev asked if this information overlapped with information for caregivers that Lilly Fisher has developed.
- Marsha suggested adding information on palliative care and hospice care. We agreed that this was a good idea and decided that some topics should be addressed in more than one fact sheet.
- Betsy suggested that we need information that can be used in the moment as well as information that can be used for longer range planning.
- Several people mentioned the importance of communication—how can we disseminate information to the public. File of Life, for example, should have wide distribution.
- Betsy reported that based on a survey conducted by her Village, people forget to update File of Life—this issue needs to be a piece of the communication agenda. Also, ER's don't see the document because most people don't bring it to the ER.

- Rev suggested that File of Life should contain only medical information and another folder should be set up for other pertinent materials.
- Laurie addressed the issue of denial.
- Shawn suggested that we focus on local resources e.g., SHIP, End of Life Coalition.
- Betsy suggested that it will be very important to take into account culture attitudes and differences that different people may bring to life changing issues. Kendell noted that some people will be comfortable with discussing these issues and some will be reluctant. Marsha noted that we need to remind people “there’s no planning in a crisis.”

**Next steps**—Joyce suggested the small group should meet again to develop an overarching work plan. Barbara wants the group to discuss end products that could include a fact sheet about why planning for transitions is important as well as an overarching outline that describes how to communicate the information.

There was agreement that the work will not entail “reinventing the wheel” and that one size will not fit all.

Barbara noted this the committee’s work dovetails with the planned agenda for the April COA meeting.

**Adjournment:** The meeting ended 10 minutes early!