

Minutes of Senior Advisory Committee
May 2, 2018
City Hall Basement 11:30-12n

Members present: Marilyn Reilly, Karla Doyan, Mary Pelletier, Susan Henderson, April Capriccio, Kathy Babeu, Michele Danois, Elizabeth Ross-Holstrom, Adele Edelman

Meeting called to order by Susan Henderson
Minutes of 4/10 accepted

Agenda was altered to allow Mary P. to report early:

Resources: Marilyn asked Mary to start collecting lists of services available and gave her the State Guide for Seniors and Disabled. Kathleen, Adele and Marilyn are also working on senior specific lists.

Mary obtained lists from C.E., Scar, and the SMAA newsletter at our library. She noted how material was organized and thought that Scar's brochure was user friendly.

She went through the State Guide and made note cards of senior specific services. Marilyn took these cards and said she would enter them in the computer.

Survey update: Elizabeth said that Bernadette and students are on schedule with both quantitative and qualitative data. The survey data is being looked at from: all, those <65 and those >65. Data can easily be put in excel for further break done if we so chose.

Elizabeth will talk with Bernadette about how and when to thank students.

Focus Group sub-committee report:

We will wait to share notes taken until after all the groups have met and we have decided how to analyze. Group discussions have been really good so far.

Sheila and Sue spoke on the phone, Sheila said that she had worked with data after a software program had sorted. Sue consulted with Dr. Sharon Martin, a former professor of nursing at Saint Joseph's College whose field is community health, about analysis of the focus group report data.

Sharon suggested that the reader/analyzer will:

- For every question, summarize (extremely briefly) every statement from each group to the right of the statement.

- Put summary words all on one page

- Note frequency of comments mentioned

- Identify themes

All responses across all groups will have been examined

Sharon suggested that two individuals, working separately, follow this process to identify themes. If there is agreement on themes, the results will have been arrived at independently which is much more reliable than if the group discussed because sharing opinions would temper

results.

Sharon offered to be one of the analyzers because she has been out of our loop and April agreed to be the other analyzer. Once all the notes are typed, April and Sharon will be given the procedure and get started. After that, it can be observed if and how the themes fall under the eight domains.

The question was raised whether or not it was appropriate to have invited some group members from for profit agencies. The focus group subcommittee asked people based on their provision of services to seniors, Sue did not feel that there was any problem but will check to be sure.

The meeting ended at 12:30.

Recorder: Susan Henderson

Addendum:

Sue and Maxine spoke with the city manager on 5/3. He did not see any problem with who was invited as he did not feel there was any financial gain.