

# **California Commission on Aging**

## **Operational Plan**

**2005-2007**

**Approved September 7, 2005**

## **Who is the California Commission on Aging?**

The California Commission on Aging (CCoA) was established in 1973 by the Burton Act. It was confirmed in the original Older Californians Act of 1980 and reconfirmed in the Mello-Granlund Older Californians Act of 1996.

The Commission serves as “*the principal advocate in the state on behalf of older individuals, including, but not limited to, advisory participation in the consideration of all legislation and regulations made by state and federal departments and agencies relating to programs and services that affect older individuals.*” As such, the CCoA is the principal advisory body to the Governor, State Legislature, and State, Federal and local departments and agencies on issues affecting older Californians.

The Commission is a 25-member body appointed by the Governor, Assembly Speaker and Chair of the Senate Rules Committee.

## **Operational Plan Justification**

The following Operational Plan was created by the Commission following a June 2005 planning session. It focuses on three efforts that are timely and relevant to aging public policy.

### White House Conference Aging Participation:

- Historically, the Commission has been the lead entity in the state for the California activities related to the White House Conference on Aging.

### Baby Boomer Planning:

- California’s planning efforts and follow-through with the policy recommendations of SB 910 become more critical with the looming retirement of the first baby boomers in 2007.

### Enhanced Advocacy:

- In order to meet the policy challenges of the changing demographics, the aging advocacy network, in conjunction with the disability advocacy network, needs to be enhanced.

In addition, the Operational Plan places emphasis on completing certain administrative tasks and responsibilities.

## **Statutory Provisions/Connection with Mission of Commission**

The CCoA is charged with holding its meetings around the state, considering the views of Older Californians and calling together state leadership that influence programs and services for older Californians. These mandates helped shape the action steps the Commission will take in achieving their 2005-07 objectives.

## Operational Plan Summary:

The CCoA announces a 24-month advocacy strategy to positively impact the aging policy arena and to update internal administrative procedures. Specifically, the Commission will continue its work on preparing the California Delegation to the December 2005 White House Conference on Aging, continue monitoring efforts of the structural framework of California's first ever, "Strategic Plan for an Aging California Population (SB 910)," and take steps toward enhancing aging advocacy. The Commission's strategy is a roadmap for CCoA's advocacy efforts with the Governor, Legislature, Agencies, and Departments around programs serving older Californians.

The Commission's goal is to shape California policy and programs serving older adults to meet the needs of this population today and in the future. The three policy objectives through which they will accomplish this include the following:

➤ **An Organized Approach to Advancing the "Strategic Plan for an Aging California Population"**

The Commission will advocate for the implementation of the SB 910 Strategic Plan through monitoring and reporting its progress, and educating on its relevance for public human services planning. The Commission will continue to hold public hearings around specific strategic plan issues, and use the results of the hearings to advocate to the Legislature, Departments and Agencies. Partnerships formed with groups implementing the Strategic Plan will continue and new partnerships formed through the public hearing process. Progress on the specific issue areas targeted will be reported to the Legislature in 2007.

➤ **An Organized California Delegation to the 2005 White House Conference on Aging**

The Commission will host a November 7, 2005 training session for California's White House Conference on Aging (WHCoA) Delegates. The purpose of the training is to educate delegates on the unique needs of Older Californians and California's policies to address these needs. Additionally, the training will build cohesion among delegates, helping to establish implementation suggestions for the WHCoA resolutions, and directing WHCoA follow up activities in the state.

➤ **Coordinating Aging and Disability Advocacy in California**

The Commission will be involved in preliminary efforts to strengthen coordinated advocacy at the state level between the various aging advocacy groups, and between aging advocacy and disability advocacy groups. Ultimately, the goal would be to create a joint advocacy platform and plan for its implementation.

## **California Commission on Aging Operational Plan 2005-07**

**Goal: To shape California policy and programs serving older adults to meet the needs of this population today and in the future.**

**Objective 1: To update Commission administrative procedures and activities in order to successfully achieve Objectives 2, 3, and 4.**

Activity 1.1 By December 2005, the Commission will have an updated, redesigned website that is current and simplified.

- a. By August 2005, Commission staff will secure a contract with a new web designer.
- b. By September 2005, Commission staff will agree on new layout for site with web designer.
- c. By November 2005, the design will be complete and running.
- d. By December 2005, all backlog of updates to the site will be posted.

Activity 1.2 By January 2006, the Commission's policy and procedures manual will be updated. Annual reviews will be scheduled.

Activity 1.3 By July 1, 2006, per AB 1994 (Berg, 2003-04 Legislative Session), the administrative separation of the California Senior Legislature and the Commission will be complete.

Activity 1.4 By December 2005, and as required, new Commissioners will be trained and receive updated Commission resource manuals.

- a. A new Commissioner orientation will be held November 15, 2005, in conjunction with CCoA's November meeting.
- b. Updated Commissioners' resource manuals will be mailed to all commissioners by December 30, 2005.

Activity 1.5 By February 2006, the Commission will redesign/update and print collateral materials (brochure, fact sheets, letterheads, etc.)

Activity 1.6 By March 2006, the Commission will create a newsletter template and begin sending quarterly newsletters beginning with the Spring 2006 edition.

**Objective 2: To advocate for the implementation of the SB 910 Strategic Plan through monitoring and reporting progress, and educating on its relevance for public human services planning.**

Activity 2.1 By December 2006, the CCoA (partnering with other stakeholders) will host a minimum of six issue specific public hearings to educate approximately 600 stakeholders and advocates on the Strategic Plan and gain various perspectives (including consumers) on progress that has been made in the issue area as evidenced by attendance at the hearings and public testimony received.

- a. By December 2005, Strategic Plan committee leadership will select venues/issue areas for hearings by doing surveys of Commissioners, area agencies, Legislators and targeted Legislative committees, Triple-A Council of California (TACC) membership, and task teams as evidenced by publishing a list of hearing location and dates.
- b. By December 2005, the Commission Chair will assign Commissioners to ad hoc committees formed around each issue area for the purposes of hearing planning (and other duties as assigned).
- c. The Commission staff will solicit “expert speakers” to present at each hearing on the issue a summary of recent policy reports and knowledge
- d. The Commission staff and Commissioners will produce papers one month after the hearing (possibly with assistance of “expert speakers” above) that encompass a summary of recent policy reports and knowledge on the issue in California. The report will also include a summary of the public testimony received. Reports to be developed by key consultants.
- e. The Commission staff will create and utilize informational visual presentation on the Strategic Plan to begin every public hearing for educational purposes.
- f. The Commission staff will consult with TACC membership to encourage aging consumer perspective and participation at the hearing.

Activity 2.2 Select Commissioners and Commission staff will convene private interviews between January and December 2006, with state leadership to present issue papers and discuss progress on Strategic Plan top 15 priorities.

Activity 2.3 The Commission staff will ask key aging policy stakeholders to comment on the issue papers and response of the state leadership.

Activity 2.4 The Commission staff and Strategic Planning Committee leadership will continue to provide support to task teams from 2003-05 cycle of monitoring.

- a. Beginning in September 2005, the Commission staff and Strategic Planning Committee leadership to facilitate quarterly meetings of task teams in order for them to share success/barriers/ideas for LRSPA implementation. CCoA responsibilities include preparing agendas, arranging meeting location and ensuring conference calling capability.
- b. Through the 2005-07 monitoring cycle, the Commission staff will post task team meetings (dates/locations) on CCoA website, facilitate forwarding of minutes and other information between task team chairs.
- c. Through the 2005-07 monitoring cycle, the Commission staff and Strategic Planning Committee leadership will provide contacts or referrals to various legislative consultants, state officials, to help strategize on translating task team action plan items to legislation, administrative policy change, etc.
- d. As identified, the Commission staff and Strategic Planning Committee leadership will form partnerships around existing 'task team' like groups.
- e. By September 2005, the Commission staff will develop a reporting timeline (and format) for task teams to follow in order for their progress reports to be included in reports to Legislature on Strategic Plan progress.

Activity 2.5 In Spring 2007, the Commission will host a Statewide meeting in Sacramento and report out the 05-07 Strategic Plan progress to the Legislature.

- a. By May 2006, an ad hoc Statewide Forum planning committee of Commissioners and other partners will be formed, the committee to be composed of Commission leadership from the Strategic Plan Committee and other interested Commissioners.
- b. By August 2006, the Commission staff will produce a Statewide Forum purpose document including budgeting and staffing needs.
- c. In Fall 2006, the Commission staff to solicit donations for this event.
- d. By November 2006, staff to complete a timeline of activities leading up to the forum event and assign tasks and responsibilities.

**Objective 3: To organize the California delegation to the December 2005 White House Conference on Aging as evidenced by hosting background training on issues related to California older adults and developing post WHCoA activities for the California Delegation.**

Activity 3.1 On November 7, 2005, the Commission will host a one-day training for California's WHCoA delegates.

- a. By July 2005, the Commission will establish an Advisory Committee to guide Delegate Training. The Committee to meet by phone as necessary.
- b. By August 2005, the Commission staff will hire a retired annuitant to assist with staffing of the Commission's WHCoA Objectives.
- c. By September 2005, the Commission staff will finalize training agenda, approach authors/speakers, develop budget and begin fund solicitation.
- d. By October 2005, the Commission staff will finalize logistics of training.

Activity 3.2 By February 2005, the Commission will convene an Advisory Committee to develop recommendations for post WHCoA activities in California.

- a. Beginning in November 2005, the Commission staff will begin funds solicitation for implementing post WHCoA activities.
- b. By March 2006, the Commission will approve an outline of post WHCoA activities in California, including potentially a California Elder Summit.

**Objective 4: To assist in the development of a systematic coordinated advocacy platform for aging and disability advocates in California as evidenced by a joint advocacy platform being created and a plan for its implementation.**

Activity 4.1 Through April 2006, the Commission will participate on the steering committee of the 2006 Coordinated Leadership Conference.

Activity 4.2 By June 2006, the Commission will begin exploration with TACC and C4A on renewed coordinated advocacy strategy.

Activity 4.3 By June 2006, convene a meeting of aging and disability leaders in California to discuss development of a joint advocacy platform.

Activity 4.4 By August 2006, hold planning meeting with C4A and other relevant partners to establish a grass roots advocacy network that parallels the ILC's Systems Change Advocates network.