

**MEETING OF  
THE LEADERSHIP TEAM  
Offices of North Shore Elder Services  
152 Sylvan Street, Danvers, MA  
Monday, February 10, 2010  
8:30 to 10:00 a.m.  
Minutes**

<u>Agenda Item</u>	<u>Lead</u>	<u>Notes</u>
1. Call to order	<u>Paul Lanzikos</u>	
2. Legislative Breakfast	Mary Margaret Moore	The breakfast will take place on Friday, May 14 <sup>th</sup> from 8:30 – 11:30 at the Salem Waterfront Hotel. The theme will be twenty years of ADA, where we are and what are we going to do next. The number one priority of the breakfast will be to get the legislative agenda out and show the strength in the ADRC. The next committee meeting will take place on March 1, 2010 at 5:00 p.m.
3. Greater North Shore on the Move	Mary Margaret Moore/Kathy Burns	There will be a transportation stakeholders meeting directly following the leadership meeting and updates will be given on the status of grants/projects. Mary Margaret reported the Beverly COA did not receive funding to continue its current program and Dan reported MVES is still working with GLSS to secure a contract for their mobility management project.
4. Status of RMS	Mary Margaret Moore/Carol Suleski	RMS is still not fully operationalized. The group asked Mike Oliver to get instructions on 1. User Manual and 2. Technical Document. Once RMS is live agencies will need: 1. Protocols and Refreshers 2. 1 year check in on functional parts of each organization.
5. Web page update	Mary Margaret Moore	<a href="http://www.adrcgns.org">www.adrcgns.org</a> Mary Margaret reported she met with Mike Sperling last week and the web page is up and running, the shell is there and it needs to

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		be updated. Amy will work with Mike Sperling to update webpage. MM asked the group to begin thinking about what do we want on the web-page. In the future do we want member access codes for certain information and the rest be open to the public? MM asked that all log onto the website and review it to see if their organization's information is correct. And send to her and Amy any changes/ideas.
6. Options Counseling – follow up from last meeting	Carol Suleski/Mary Margaret Moore	Carol reported there is a conference call set up for the 3 test sites to discuss the collection of data. The group plans on setting some protocols.
7. ADRC Conference Planning	All Mary Margaret Moore Amy Lord	The 2010 conference will be held sometime in September at the Salem Waterfront Hotel. The topic will be Transportation. Amy will contact Salem Waterfront to secure a date for September.
8. Agenda for March 2010 Steering Committee	All	The group agreed at the March steering committee meeting 3 workgroups would break out into sessions and then report back to the larger group. The workgroups will be: 1. ADRC Conference – Amy Lord and Kathy Burns. 2. Cross Training – Mary Margaret Moore and Gwen Kopka (all agreed we need to find a place on the webpage for cross training) 3. Recruitment and Engagement – Dan O’Leary and Carol Suleski
9. Membership recruitment and agreement	All	N/A
10. Cross training tracking and scheduling	All	Discussion on ILC I&R procedures on the ADRC. The group discussed one action item for March will be to convene an I&R personnel and ADRC leadership meeting to review expectations/protocols/processes. Amy and Paul will work on setting up the meeting. Mary Margaret will send

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11. Funding Strategies discussion	All	<p>around the protocols her agency currently has in place.</p> <p>Amy will email the group the Resource Map Cheryl Krisko developed to update/make edits and send back to Amy by Wednesday, February 24, 2010. A budget analysis needs to be completed between now and the next leadership meeting. The group asked Mike Oliver to get information on how much money came into the Commonwealth for ADRCs since its inception in 2003 and where did it go, what is left in the pipeline. Mike will email Mary Margaret/group information and Mary Margaret and Paul will begin working on the history of the ADRC funds and where they have gone/are going. All agreed we need to make it clear to the state that as of end of February ASAP money is running out for long term care options counseling.</p>
12. Other Business	All	<p>Mary Margaret updated the group that the NCIL/AoA survey will come out to ASAPs/AAA from N4A shortly.</p> <p>Carol Suleski updated the group on the March 26<sup>th</sup>, conference in Worcester with Amy Nazaire, Lifespan Respite Summit Planning Group, on funding respite resources.</p>
13. Next Leadership Team meeting	All	<p><b>Monday, April 12, 2010 8:30-10:00 a.m. North Shore Elder Services</b></p>
14. Adjournment		