



State of New Hampshire

GENERAL COURT

CONCORD

MEMORANDUM

DATE: November 1, 2019

TO: Honorable Chris Sununu, Governor
Honorable Stephen Shurtleff, Speaker of the House
Honorable Donna Soucy, President of the Senate
Honorable Mary Jane Wallner, Chair of House Finance Committee
Honorable Lucy Weber, Chair of Health, Human Service and Elderly Affairs Committee
Honorable Paul Smith, House Clerk
Honorable Tammy Wright, Senate Clerk
Michael York, State Librarian

FROM: Representative Polly Campion, Chair

SUBJECT: 2019 Annual Report of the State Commission on Aging
19-P:1 (HB 621, Chapter 152:2, Laws of 2019)

Pursuant to RSA 19-P:1 (HB 621, Chapter 152:2, Laws of 2019), enclosed please find the 2019 Annual Report of the State Commission on Aging.

If you have any questions or comments regarding this report, please do not hesitate to contact me.

I would like to thank the members of the newly constituted Commission for their efforts to date and willingness to continue to engage in the important work of addressing issues and opportunities facing older NH residents. I would also like to acknowledge all those who assisted the commission in its duties.

Enclosures

cc: Members of the Commission

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2019 Annual Report

The NH State Commission on Aging

RSA 19-P:1 (HB 621, Chapter 152:2, Laws of 2019)

November 1, 2019

Commission Membership:

Representative Polly Champion
Representative James MacKay
Senator Ruth Ward
Wendi Aultman, Department of Health and Human Services
Janet Weeks, Department of Labor
George Copadis, Department of Employment Security; Designee, Richard Lavers
Perry Plummer, Department of Safety
Patrick Herlihy, Department of Transportation
Sunny Mulligan Shea, Office of the Attorney General
Lynn Lippitt, NH Housing Finance Authority
Susan Buxton, Long Term Care Ombudsman
Harry Viens, Appointed by the Governor
Kenneth Berlin, Appointed by the Governor
Kathy Baldrige, Appointed by the Governor
Pamela Jolivette, Appointed by the Governor
Susan Emerson, Appointed by the Governor
Mark Frank, Appointed by the Governor
Carol Stamatakis, Appointed by the Governor
Susan Ruka, Appointed by the Governor
Roberta Berner, Appointed by the Governor
Susan Abrami, Appointed by the Governor
Kristi St. Laurent, Appointed by the Governor
John Kennedy, Appointed by the Governor
Daniel Marcek, Appointed by the Governor
Susan Nolan, Appointed by the Governor
Suzanne Demers, Appointed by the Governor

Commission Charge:

RSA 19-P:1 V

The commission shall be authorized to select and hire select an executive director by a vote of a majority of the members. The executive director shall be in the classified service of the state and shall perform such duties as the commission may require. The governor is authorized to draw a warrant for the amount necessary to pay for the executive director position and related office expenditures authorized in this paragraph out of any money in the treasury not otherwise appropriated. The commission shall hold no fewer than 9 regular meetings per year.

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RSA 19-P:2

- I. Reviewing and recommending proposals for rules, legislation, waivers, operations, and other policies.
- II. Reviewing and providing input relative to state planning efforts across agencies, including the state plan on aging, the mental health plan, and transportation and safety.
- III. Formulating or helping to formulate, reviewing, and evaluating policy proposals, considering fiscal, program, provider, and recipient impact, and making recommendations accordingly.
- IV. Encouraging the development of coordinated interdepartmental goals and objectives and the coordinating programs, services, and facilities among all state departments and nongovernmental organizations as they relate to older adults.
- V. Identifying and recommending ways in which the state can support local and community efforts, through educational programs or otherwise, to promote healthy aging.
- VI. Identifying and recommending ways in which the state can partner with nongovernmental organizations to promote healthy aging.
- VII. Promoting the skills, talents, and energy older Granite Staters can offer to make New Hampshire a better place to live for everyone.
- VIII. Assisting in the implementation of the state plan on aging.
- IX. Making a continuing assessment of problems relating to older adults.
- X. Advocating solutions to provide better integration of older persons into the social and economic life of the state.
- XI. Soliciting the cooperation and help of the various groups concerned with the problems facing older adults.
- XII. Obtaining from such groups their views, experience, assistance, and recommendations in the preparation and direction of future planning and administrative and legislative action as the commission may from time to time deem necessary and advisable.
- XIII. Requesting from governmental agencies within the state, subject to available resources, in making available such information, suggestions, and statistics to enable the commission to perform its functions.
- XIV. Other matters the commission deems necessary related to aging.

Process and Procedures:

The Commission organized on Monday, September 16th and elected Representative Polly Champion as Chair, Kenneth Berlin as Vice-Chair and Roberta Berner as Commission Clerk.

The commission met twice prior to the issuing of this initial report. The following is a review of each meeting. The minutes are attached with more in-depth information.

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September 16: The commission organized and reviewed the Charge to the Commission. Commissioner Arlinghaus and Marianne Rechy reviewed the process for hiring an Executive Director for the Commission, as required in RSA 19-P1. Two Subcommittees were formed to 1) Draft a job description for the Executive Director and manage the hiring process, and 2) Organize the logistics associated with the new position.

Members of the Subcommittees are:

1. Hiring Process: Ken Berlin (Chair), Representative James MacKay, Patrick Herlihy, Pam Jolivette, Richard Lavers, Representative Polly Campion (ex-officio)
2. Logistics: Representative Polly Campion (Chair), Wendi Aultman, Perry Plumber

Each commission member described the work of their agency, or goals for the commission in a roundtable format. Future work was outlined.

October 21: The commission heard a presentation on the State Plan on Aging, from Wendi Aultman and Jo Moncher, Bureau of Elderly and Adult Services. The commission focused on components of the Plan that would synergize with work of the commission. The two Subcommittees reported on their progress in creating and hiring an Executive Director. The Department of Administrative Services has been assisting the subcommittees with the administrative processes to enact the role of Executive Director. The commission approved the Supplemental Job Description.

Findings and Recommendations:

As this commission is designed to address a myriad of broad and specific concerns and opportunities as they relate to older adults, subcommittees will be formed to engage with specific topics and to formulate recommendations for action by the full commission. Further, a Strategic Plan for the Commission will be created following the hiring of an Executive Director.

Attachments: Meeting Minutes for September 16th and draft meeting minutes for October 21st, 2019

**New Hampshire State Commission on Aging
Organizational Meeting
Monday, September 16, 2019
10:00 a.m.-noon
Legislative Office Building 205, Concord, NH**

Present: Rep. Polly Campion; Rep. James MacKay; Richard Lavers, DES; Wendi Aultman, DHHS; Patrick Herlihy, DOT; Susan Buxton, Long-Term Care Ombudsman; Perry Plummer, DOS; Sunny Mulligan Shea, DOJ; Lynn Lippitt, NH Housing Finance Authority; Appointed by the Governor: Rep. Harry Viens, Kenneth Berlin, Kathy Baldrige, Pamela Jolivette, Mark Frank, Carol Stamatakis, Susan Ruka, Roberta Berner, Susan Abrami, Kristi St. Laurent, Daniel Marcek, and Susan Nolan. Guests: Charlie Arlinghaus, Commissioner of Administrative Services, and Marianne Rechy, Classification & Compensation Administrator, NH Division of Personnel; 27 members of the public.

I. Welcome and Introductions

Rep. Polly Campion, prime sponsor of the legislation that created the Commission, welcomed everyone to the meeting. She briefly discussed the challenges and opportunities that New Hampshire faces as the second oldest state in the nation. She recognized the long-standing State Committee on Aging. Its members have now transitioned to the Commission as gubernatorial appointees. The new Commission will build on and expand the work of the previous Committee, addressing issues beyond just the scope of the Department of Health and Human Services.

Rep. Campion asked Ken Berlin to lead the Commission in the Pledge of Allegiance. Following the Pledge, each member introduced herself or himself by name and role within the Commission. The list of members was circulated so that entries could be corrected if necessary.

II. Election of Officers (Chair, Vice Chair, Clerk)

Ken Berlin made a motion to nominate Rep. Campion as Chair of the Commission; Rep. MacKay seconded the motion; with no discussion, the motion was approved unanimously.

Kathy Baldrige made a motion to nominate Ken Berlin as Vice Chair of the Commission; Rep. Campion seconded the motion and noted that the Commission would not have come into being without his leadership and support; with no further discussion, the motion was approved unanimously.

Pam Jolivette made a motion to nominate Roberta Berner as Clerk of the Commission; Patrick Herlihy seconded the motion; with no discussion, the motion was approved unanimously.

III. Review Charge to Commission (HB 621)

RSA 19-P:1 was attached to the meeting agenda and membership list. The RSA includes the Commission's Charge. Rep. Campion summarized the key points:

- The Commission is charged to recognize issues and opportunities relative to older adults and healthy aging in New Hampshire.
- The Commission will recommend solutions to improve the status of older adults in the state via Rules, Legislation, Waivers, addressing fiscal and other impacts.
- The Commission will follow-up on recommendations of various State Plans that address issues regarding the older adult population. Those will include the State Plan on Aging, the Mental Health Plan, Transportation and Safety Plans.
- The Commission will work in a coordinated and inter-departmental manner to meet its charge.

The RSA also addresses the issue of quorum. Ken Berlin asked if there was an option to dial in to meetings. Rep. Campion replied that members could dial in, but would not be counted as part of the quorum and would not be able to vote.

There is no stated "sunset" date for the Commission; it is intended to be ongoing. An Annual Report is due by November 1 each year (including 2019) to the Governor, Speaker of the House of Representatives, President of the Senate, and others as noted in the RSA.

Online information is available through the General Court Committee Details Information Page and the State Commission on Aging Webpage. Mark Frank asked if issues of concern could be addressed publicly on the webpage. Rep. Campion replied that the Commission will need to establish procedures to assure that issues are addressed in the right format.

IV. Identify process of hiring an Executive Director

Among the charges to the Commission are selecting and hiring an executive director by a majority vote of the members. Commissioner of Administrative Services Charlie Arlinghaus and Classification & Compensation Administrator Marianne Rechy addressed the Commission regarding the process.

The State Commission on Aging is considered a separate state agency at this point, but Commissioner Arlinghaus recommended that legislation go forward next year to position the Commission with an existing agency. The Commission on Aging is the hiring manager, and Commissioner Arlinghaus suggested that the Commission appoint a subcommittee to go through the hiring process and present its recommendation to the full Commission.

The first step is to write a job description, with the assistance of Ms. Rechy. She will assist with the classification process and will review other state Executive Director position descriptions for comparability.

Patrick Herlihy asked about the time frame for hiring. Commissioner Arlinghaus said that the process could be expedited with the job description based on a template created from other comparable job descriptions. Once it is finalized, the job can be posted internally and externally and the application process can begin.

Ken Berlin made a motion, seconded by Rep. Campion, that a subcommittee screen and recommend a candidate to the Commission for vote and approval. In discussion, Patrick Herlihy reminded the group that these deliberations must be held in executive session. The motion was approved unanimously.

Rep. MacKay asked about budget for staffing. Commissioner Arlinghaus said that funding for the position, by statute, comes from monies in the state treasury not otherwise appropriated. The budget also includes funds to cover office expenses, including space rental. Administrative Services also will work on space options with the Commission. A subcommittee will work on identifying space for the Commission.

Agreeing to serve on the hiring subcommittee are Patrick Herlihy, Ken Berlin, Pam Jolivette, and Rep. MacKay. The subcommittee will work directly with Ms. Rechy. Rep. Campion, as Commission Chair, is an ex-officio member of subcommittees.

Agreeing to serve on the space subcommittee are Perry Plummer and Wendi Aultman, again with Rep. Campion as an ex-officio member.

Commissioner Arlinghaus will attend the October meeting as updates are presented regarding progress toward hiring an Executive Director and securing space.

V. Roundtable discussion: Describe agency work that affects older adults (members from State Agencies) and identify hopes for the Commission.

Each member was asked to contribute. Among the comments were the following:

- It is a big step forward to have the Commission because aging issues should not just be the concern of DHHS. We need to have a vision regarding the quality of life for New Hampshire's older adults and work toward making that vision a reality. This gives us the opportunity to hold a holistic view of aging—with both challenges and opportunities.
- (From Richard Lavers, DES): The Department of Employment Security is concerned about workforce issues. DES is seeing growth in the older labor force, particularly among those older workers who are seeking a sense of purpose from their work. DES has cosponsored mature worker job fairs with AARP-NH.
- The Commission needs to address issues around housing adequacy, particularly for low-income older adults. What are the options? How could we address some of the restrictions that limit the ability of older adults to

share homes? How do we address the tremendous lack of resources (e.g., assisted living), particularly for older adults with limited means?

- (From Wendi Aultman, DHHS) The State Plan on Aging will be an important primary document for the Commission. Fifteen listening sessions and 3,000 survey respondents provided vital information for the document. While the State Plan is specifically meant to address issues related to New Hampshire's programs under the federal Older Americans Act, it also addresses more broadly issues of healthy aging, age-friendly communities, and advocacy and could provide a vision for this Commission.
- (From Patrick Herlihy, DOT) It would be good to change the paradigm regarding how services are delivered to focus on more collaboration and coordination. The Commission should have a liaison with the State Coordinating Council for Community Transportation (SCC) and commissioners should be aware of both the SCC and the nine Regional Coordinating Councils for Community Transportation (RCCs).
- It will be important to think through the lens of older people as we build partnerships to improve the environment for the state's older population. We need to keep in mind groups that are already working toward some of the same goals—groups such as the Alliance for Healthy Aging and EngAGING New Hampshire.
- The Commission needs to build members' awareness of the state's current deficits and assets in this arena, and particularly should be cognizant of public funding that does not take into account the dramatic growth of the older population in New Hampshire.
- It is imperative that we understand issues of exploitation and abuse of older and vulnerable adults as they seek to down-size, look for financial advice, etc.
- We can learn from local communities about programs that work.
- The Commission needs to draw upon other plans, including the Mental Health Plan and Suicide Prevention Plan. We need to take all of the information and make it pertinent to the work we do. Some elder service facilities need serious attention.
- We need to get away from the "us: them" mentality. We should see this not about the aged, but about the process of aging; and we should see our older population as a valuable commodity and include older adults in this work.
- Could we think about having an interdisciplinary "volunteer license" that would vet potential volunteers for all kinds of volunteer jobs (in the schools, delivering meals...)? It's also important to think of opportunities to enhance joy.
- The best thing about having this Commission is its interdisciplinary nature. By making connections and breaking down the "silos," we will come up with solutions.

- (From Perry Plummer, DOS) The Department of Safety deals with motor vehicles, emergency management, fire prevention—many issues that intersect with concerns of the older adult population.
- (from Sunny Shea, AG’s office) Her division addresses the real and growing issues of abuse and exploitation of vulnerable adults.
- We should take a look at the options technology opens up for older adults and those who serve them.

VI. Describe Future Work

Discussion of future work included bringing in key stakeholders to discuss specific issues:

- Drivers licenses and older adults (DOS) (per Rep. MacKay);
- Outstanding programs at the local level;
- State Plan on Aging;
- Home-share Vermont and challenges and opportunities regarding housing for older adults in New Hampshire
- Learning about other groups working on aging issues outside of state government:
 - Tri-State Collaborative
 - Alliance for Healthy Aging including the healthy aging data report and the reframing aging (messaging) movement.

VII. Public Comment

- Cheryl Steinberg, NH Legal Assistance, spoke about the Alliance for Healthy Aging’s environmental scan.
- Kelly LaFlamme, Endowment for Health, spoke about the need to keep in the forefront diversity and inclusion in the aging population.

VIII. Meetings of the Commission will take place nine times per year on the third Monday of the month at 10 a.m. The next meeting of the Commission will take place on **October 21, 2019**.

Among agenda items for October will be:

- Sharing a draft annual report (due November 1) focusing on organization of the Commission.
- Reports from the two sub-committees on hiring the Executive Director and securing space.
- The State Plan on Aging

IX. The meeting was adjourned at noon.

Note: The Executive Director hiring subcommittee will meet on September 26, 3:30 p.m., at the Department of Transportation.

DRAFT MINUTES
New Hampshire State Commission on Aging
Monday, October 21, 2019
10:00 a.m.-noon
Legislative Office Building 205, Concord, NH

Present: Rep. Polly Campion, Chair; Ken Berlin, Vice Chair; Roberta Berner, Clerk; Rep. James MacKay; Sen. Ruth Ward; Richard Lavers, DES; Wendi Aultman, DHHS; Janet Weeks, DOL; Patrick Herlihy, DOT; Susan Buxton, Long-Term Care Ombudsman; Mike Todd, DOS; Brandon Garod, DOJ; Jim Menihane, NH Housing Finance Authority; Appointed by the Governor: Rep. Harry Viens, Kathy Baldridge, Pamela Jolivette, Susan Emerson, Carol Stamatakis, Susan Ruka, Susan Abrami, Kristi St. Laurent, Suzanne Demers, and Susan Nolan; Daniel Marcek (by phone). Guests: Jo Moncher, DHHS Division of Long-Term Care, Marianne Rechy and Christine Marie, Department of Administrative Services Human Resources; 10 members of the public.

I. Welcome and Introductions

Chair Polly Campion welcomed the Commission and guests and asked that Commission members introduce themselves and briefly update the group about relevant activities.

Among updates were the following:

- Rep. Campion said that Dartmouth-Hitchcock Medical Center will be announcing the opening of a new Geriatric Emergency Department.
- Rep. MacKay announced a continuing education program on mental health and corrections on Wednesday, 10/23 in Representatives' Hall.
- Wendi Aultman noted that AARP-NH Executive Director Todd Fahey and UNH Center for Aging and Community Living Director Laura Davie had led a program on their work on age-friendly communities for Bureau of Elderly and Adult Services (BEAS) staff. She also mentioned recent visits to two adult day programs in different regions of the state.
- Richard Lavers announced a DES job fair targeting experienced workers (age 55+) taking place on November 7 in Manchester and distributed a flyer publicizing the job fair.
- Patrick Herlihy said that grant applications are due to the DOT by the end of October for 5310 capital projects. The Federal Transit Administration 5310 program supports transportation projects for older adults and those with disabilities.
- Rep. Viens noted that he is working to get senior dining programs up and running in his district.
- Ken Berlin attended the Silver Linings Expo at the end of September to represent the Commission. He estimated 400-500 attended the Expo. Since the September meeting, Ken visited a day care program in the Mt. Washington Valley.

- Kathy Baldrige said that she has heard of multiple housing concerns, including eviction of older adults by landlords who wanted to rent their units for more money.
- Susan Ruka mentioned Carroll County's home share initiative and distributed a flyer regarding age-friendly community initiatives in the region.
- Carol Stamatakis discussed the work of her agency, Senior Solutions (an area agency on aging in southeastern VT), to develop meaningful opportunities for volunteers.

II. State Plan on Aging: Presentation by Wendi Aultman and Jo Moncher

Wendi Aultman and Jo Moncher distributed hand-outs including a PowerPoint presentation of highlights from and an executive summary of the State Plan on Aging. Wendi focused on the Plan's goals, objectives, and strategies, asking that the Commission provide input and encourage continued dialogue. As background, she explained that the requirement for a state plan is driven by the federal Older Americans Act (OAA) and is a requirement of the Administration for Community Living (ACL). State plans are mandated to be developed for up to a four-year period; New Hampshire's is a four-year plan, approved by the ACL in August 2019.

Jo discussed the process of gathering input for the Plan through a survey (with 2,927 respondents), 15 listening sessions held across the state, and the direct involvement of more than 30 community leaders who met regularly to help guide the process. Jo said that it will be important to go out regularly to continue to hold listening sessions to gauge progress toward achieving Plan goals and to understand current concerns regarding aging in New Hampshire.

Wendi talked briefly about the state demographics and the reality that OAA funding has not kept pace with the growth of the older population in New Hampshire. She said that the process ensured that the Plan was not simply focused on OAA-funded programs, although it was required that the Plan included a sign-off on OAA assurances—including the emphasis on serving the state's most vulnerable older adults. Wendi said that it is increasingly important for BEAS to understand the diversity of the population and build cultural competency in alignment with the changing population.

Jo pointed out some of the survey results, including accessed community resources (libraries were #1, followed by religious organizations). One-third of respondents live alone. Primary barriers to access of aging services included lack of awareness of existing services and lack of transportation.

Wendi reiterated the importance of continuing public outreach to the thousands of New Hampshire citizens who helped with the process of crafting the plan. She asked that the Commission be a partner in advancing the work.

Among questions and comments from Commission members were the following:

- Kristi St. Laurent: The State Committee on Aging had a major role in working with the Division of Long-Term Care on the Plan. Will the Commission have similar involvement in four years? Wendi answered that she hoped the Commission would focus on working on making progress toward the recommendations in the Plan.
- Ken Berlin: Could a subcommittee be charged to oversee progress toward recommendations and to work with DHHS to be sure that the Plan is on track? The subcommittee also could follow up with the 15 communities that hosted public meetings last year. It would then report back regularly to the full Commission. Rep. Campion asked that this recommendation be put aside until the Executive Director is hired and the logistics of setting up an office are completed. She added that monitoring progress toward Plan goals would have synergy with the annual report that the Commission is required to file. The Commission would expect to create a number of subcommittees as the full membership becomes familiar with the current landscape and needs of older adults.
- Carol Stamatakis: How are the goals monitored within DHHS? What are the obligations? Wendi answered that BEAS has regular informal check-ins with ACL, but no formal reports are required until the next planning process is underway in four years. Internally, the Division of Long-Term Care and BEAS review the Plan regularly to ensure that we are doing what we said we would do.
- Patrick Herlihy: Could we have a similar presentation on the state Mental Health Plan? Rep. Campion indicated that she would discuss the appropriate presenters with Rep. MacKay and plan to schedule this presentation in the next two months. Jo mentioned that the Coalition on Substance Abuse, Mental Health and Aging has agreed to be a support to the Commission.

III. Work of Commission Subcommittees

A. Hiring Subcommittee (Ken Berlin, Chair; Patrick Herlihy, Pam Jolivette, Rep. Jim MacKay, Rep. Polly Campion)

The draft job description for Executive Director, State Commission on Aging, was circulated. The subcommittee is working closely with Marianne Rechy and Christine Marie from the Department of Administrative Services-Human Resources, who are providing guidance and assisting through the hiring and on-boarding process. The classified position is labor grade 31 with an annual salary ranging from approximately \$64,000 to \$88,000. All state personnel rules apply to the position, including the requirement that applicants submit an employment application. Pam Jolivette will be the subcommittee's liaison with DAS, with Rep. Campion as back-up liaison.

Rep. Viens asked if the job description should include candidates' experience in creating a new organization. After discussion, it was agreed that this would not be added to the job description but would be included in interview questions. Interview questions will be consistent from interview to interview,

but the interviews themselves will have some flexibility. Rep. Campion asked that DAS cast a broad net for applicants, given the scope of the position. Carol Stamatakis asked that the job posting be circulated to the members of the Commission. The internal and external posting will occur simultaneously.

After the discussion, Sen. Ruth Ward made a motion to approve acceptance of the draft job description. Wendi Aultman seconded the motion. The Commission approved the motion unanimously.

The subcommittee will review applications, conduct interviews, and bring the recommended candidate forward to the Commission for confirmation. Wendi Aultman has agreed to handle supervisory tasks (e.g., signing timesheets). The Commission will be the appointing authority.

B. Space and Logistics Subcommittee (Rep. Polly Campion, DAS Commissioner Charlie Arlinghaus)

Rep. Campion reported that Commissioner Arlinghaus has committed to locating space for the office and developing a budget for the office.

IV. Initial Annual Report due November 1, 2019: Review

The draft of the 2019 Annual Report of the Commission was circulated. The brief report included Commission Membership, Commission Charge, Commission Process and Procedures including summaries of the first two meetings on September 16 and October 21, findings and recommendations, and suggested proposed legislation (to be determined).

Sen. Ruth Ward made a motion to approve the draft of the 2019 Annual Report of the Commission, as presented. Kathy Baldrige seconded the motion. The motion was approved unanimously.

V. Public Comment

Rep. Campion asked guest Dawn McKinney from NH Legal Assistance to report to the Commission at a subsequent meeting about the work of the NH Alliance for Healthy Aging.

VI. The meeting was adjourned at 11:47 a.m.

Next meeting: Monday, November 18, 2019, 10:00 a.m.-noon, LOB 205.