

Alzheimer's Dementia (Individual) & Aging Caregiver Housing and Support Services Workgroup

Meeting Summary with Instructions, Responsibilities, Deliverables, Target Dates, & Contacts
Meeting Date: Wednesday, April 23, 2014

Alzheimer's Dementia (Individual) & Aging Caregivers Workgroup Meeting Summary:

The following is a brief summary of assignments, deliverables and target dates that we discussed yesterday.

Sub-Team leaders were selected to complete a Project Planning Worksheet and Action Plan for each of the four priorities:

Priority 1 – Sub-Team Leader: Lori Kohler

- *Assist people with dd and their caregiver to live at home together*

Priority 2 – Sub-Team Leader: Carol Waters

- *Assist people w/dd and their caregiver to live together in an alternate setting*

Priority 3 – Sub-Team Leader: Gerry Driscoll

- *Assist people w/dd to transition to appropriate living setting before caregiver is unable to give care*

Priority 4 – Sub-Team Leader: Jean Sherman

- *Training and Resource Development*

I. A. Sub-Team Leader Responsibilities

1. *Select sub-team members and send list to Distribution List (Below).*
2. *Schedule sub-team meeting and notify sub-team members and Distribution List*
 - *Schedule your meetings as soon as possible. MUST BE ANNOUNCED NO MORE THAN 7 DAYS IN ADVANCE. STATE OFFICE WILL POST THE MEETING DATE*
3. *Using input from the sub-team members and the information in the Recommendation Matrix, complete the Project Planning Worksheet/Action Plan for your assigned priority.*

I. B. Sub-Team Leader Target Dates and Deliverables

- *May 2 – Send names of sub-team members to Distribution List (Below)*
- *May 15 – Send any rate/funding needs to Distribution List*
- *May 30 – Send completed Project Planning Worksheet and Action Plan for assigned priority to Distribution List*

II. Support Members and Responsibilities

- **Mary Gallagher**
- **Heather Traylor**
- **Kira Sharp**
 1. *Provide guidance and answer questions regarding the assignment and document, due dates.*
 2. *Sit in on all sub-team meetings*
 3. *Assist in completion of deliverables*
 4. *Provide documents, contact list and other instructions*
 5. *Record minutes*

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II. Participant & Sub-Team Members Responsibilities

1. Contact Sub-Team Leaders to join a Priority sub-team (See email addresses)
2. Participate in your selected sub-team meeting
3. Assist in completion of deliverables

IV. Attachments:

- Project Planning Worksheets and Action Plan for each of the four priorities.
- Recommendation Matrix
- Contact List

V. Distribution List:

- Sub-Team Members for each priority sub-team **See Contact List for email**
- Merlin Roulhac, Workgroup Team Leader merlin.roulhac@apdcares.org
- Dr. Tom Buckley, Co-Team Lead tbuck325@aol.com
- Sub-Team Leaders:
 - Lori Kohler, Priority 1 lori.kohler@apdcares.org
 - Carol Waters, Priority 2 watersc@elderaffairs.org
 - Gerry Driscoll, Priority 3 gerry.driscoll@apdcares.org
 - Jean Sherman, Priority 4 jsherman@med.miami.edu
- Mary Gallagher, Facilitator/Support mary.gallagher@apdcares.org
- Heather Traylor, Support heather.traylor@apdcares.org
- Kira Sharp, Support kira.sharp@apdcares.org
- Tracey Tolbert, APD State Office tracey.tolbert@apdcares.org
- Lisa Robertson, APD State Office Lisa.robertson@apdcares.org
- Grendy Henry, APD State Office **Grendy.henry@apdcares.org**