

**2025-2029 AREA PLAN & NEEDS ASSESSMENT (APNA)
STEERING COMMITTEE ROADMAP**

COMMITTEE PURPOSE: To guide the development of the DAVS needs assessment and subsequent strategic plan to meet the needs of the older adult population with special emphasis on reaching and serving individuals with the greatest economic and social need.

COMMITTEE CO-CHAIRS: Seferina Deleon Dale and Robert Rhoden, Aging & Veteran Services Advisory Council members

TIMELINE	MEETING CONTENT AND GUIDING QUESTIONS
<p>Meeting 1 March 21, 2024 1-3pm Virtual</p>	<p><i>Context and relationship building</i></p> <ul style="list-style-type: none"> • <i>What is my role and how will we participate together?</i> • <i>What services does DAVS offer? What's in/out of scope?</i> • <i>What is an area plan and how does that guide DAVS' work?</i> • <i>Who are DAVS current clients and what would like to learn from them?</i> • <i>DAVS community survey review</i> • <i>Who else can we invite to the table?</i>
<p>Meeting 2 April 18, 2024 1-3pm Virtual</p>	<p><i>Exploring data with an equity lens to identify focus populations and priorities</i></p> <ul style="list-style-type: none"> • <i>Demographics & Maps</i> • <i>DAVS Service level data</i> • <i>Equity tool intro and practice</i> • <i>Discuss survey distribution plan, qualitative analysis and identify gaps and priorities</i>
<p>Meeting 3 May 16, 2024 1-3pm Virtual</p>	<p><i>Finalizing qualitative methods and community engagement strategies</i></p> <ul style="list-style-type: none"> • <i>What are the essential guiding questions for community engagement?</i> • <i>What would successful community engagement (Road Show) look like?</i> <ul style="list-style-type: none"> ○ <i>Key audiences, #of events, format(s)</i> ○ <i>How do we use this opportunity to shape priorities</i>
<p>Meeting 4</p>	<p><i>Area Plan, Area Plan budget, and Service Equity Plan Foundation</i></p>

<p><i>June 20, 2024</i> 1-3pm Virtual May-August Needs Assessment</p>	<ul style="list-style-type: none"> • <i>Orientation to the plan, roles and responsibilities</i> • <i>Celebrating 2021-2025 accomplishments</i> • <i>Identifying barriers and gaps</i> • <i>Focus areas required by funder</i> • <i>Relationship to other plans</i>
<p>Meeting 5 <i>September 19, 2024</i> 1-3pm Virtual</p>	<p><i>Needs Assessment Results (Results presented to BOC October 15)</i></p> <ul style="list-style-type: none"> • <i>What have we learned?</i> • <i>What's missing?</i> • <i>What's most important?</i> • <i>What's in our lane and what's out of scope?</i> • <i>Additional focus areas?</i>
<p>Community Road Show • <i>October-November</i> Meeting 6 AVSAC <i>November 21, 2024</i> 9-11am Hybrid</p>	<p><i>COMMUNITY ROAD SHOW</i> <i>Area Plan Review and Development</i></p> <ul style="list-style-type: none"> • <i>Review focus areas, goals, strategies, and measures for 2025-2029</i>
<p>Meeting 7 <i>January 16, 2025</i> <i>10am-12pm</i> <i>AVSAC 9-10am regular business</i> <i>APNA SC 10am-12pm</i></p>	<p><i>Final Draft Area Plan and Budget Approval</i></p> <ul style="list-style-type: none"> • <i>Present draft final area plan and budget</i> • <i>Prepare members for their public hearing role</i> • <i>Next steps for adoption</i>
<p>Meeting 8 <i>January 20th week TBD</i> <i>Area Plan and Budget posted for public input January 10-24</i></p>	<p><i>Presentation of Area Plan and Public Forum</i></p> <ul style="list-style-type: none"> • <i>Convened by AVSAC and DAVS staff</i> • <i>Facilitated by AVSAC members</i> • <i>Staff present area plan</i>

<p>Meeting 9 February 6, 2025 9-10am</p>	<p><i>Final AVSAC and Steering Committee Approval</i></p> <ul style="list-style-type: none"> • <i>AVSAC special meeting</i> • <i>APNA Steering Committee & staff present to AVSAC</i> • <i>AVSAC votes to approve and pass to Board of Commissioners</i>
<p>Board Approval Late Feb work session -early March consent agenda</p>	<p><i>Board of Commissioners Presentation and Approval</i></p> <ul style="list-style-type: none"> • <i>Members and DAVS staff present area plan during BOC work session</i> • <i>BOC approves area plan and budget during consent in March</i> • <i>DAVS submits to APD on or before March 15</i>