

Minnesota Board on Aging  
2017-2018 Alzheimer's Disease Working Group

## Charter

### Purpose

The 2017 Minnesota Legislature directed the Minnesota Board on Aging (MBA) to convene a 16 - member Alzheimer's Disease Working Group (ADWG) to review and revise the 2011 report, Preparing Minnesota for Alzheimer's: the Budgetary, Social, and Personal Impacts.

### Duties

ADWG shall consider and make recommendations and findings on the following issues as related to Alzheimer's disease or other dementias:

- 1) Analysis and assessment of public health and health care data to accurately determine trends and disparities in cognitive decline;
- 2) Public awareness, knowledge, and attitudes, including knowledge gaps, stigma, availability of information, and supportive community environments;
- 3) Risk reduction, including health education and health promotion on risk factors, safety, and potentially avoidable hospitalizations;
- 4) Diagnosis and treatment, including early detection, access to diagnosis, quality of dementia care, and cost of treatment;
- 5) Professional education and training, including geriatric education for licensed health care professionals and dementia-specific training for direct care workers, first responders, and other professionals in communities;
- 6) Residential services, including cost to families as well as regulations and licensing gaps; and
- 7) Cultural competence and responsiveness to reduce health disparities and improve access to high-quality dementia care.

### Working group membership

Working group members were appointed by the MBA as per requirements outlined by the 2017 Minnesota Legislature:

Person with Alzheimer's disease Diagnosis:	Darrell Foss, Chairperson
Caregiver of person with Alzheimer's:	Eric Linn
Neuropsychologist:	Terry Barclay
Alzheimer's disease Researcher:	Joseph E. Gaugler
Community-Based Organization:	Amanda Mithun
Community-Based Organization:	Dorothea Harris
Geriatrician:	Michael Rosenbloom
Geriatrician:	Edward Ratner
MDH Commissioner Designee:	Mary Manning
DHS Commissioner Designee:	Gretchen Ulbee
Representative of the Alzheimer's Association:	Heidi Haley-Franklin
State Ombudsperson for Long-Term Care:	Cheryl Hennen

MBA Member: Sherrie Pugh  
MBA Executive Director: Kari Benson  
Nursing Facility or Senior housing representative who is affiliated with LeadingAge MN: Jean Nelson  
Nursing Facility or Senior housing representative who is affiliated with Care Providers of MN: tbd  
Home care or adult day services rep. affiliated with LeadingAge MN: Alice Tennis

## Specific Roles and Responsibilities

### Working group role

Working group members are appointed by the MBA as per the direction of the 2017 Minnesota Legislature. The work group will review the issues outlined in their charge and determine findings and recommendations. Consideration of new data, expert perspectives, and the experience of citizens directly impacted by Alzheimer's disease will be attended to within topical committees. All groups will use a consensus process to determine recommendations.

### Working group member responsibilities

- Attend stakeholder meetings.
- Review materials in advance of meetings.
- Provide ideas, suggestions, and feedback to the facilitators to ensure an engaging, productive, and inclusive process.
- Respond to facilitator requests between meetings.
- If appropriate, assist in communicating about ADWG activities and meetings to constituencies and the public.
- Serve as chair for a committee and/or assist in identifying other committee members.
- Participate in committee work.

### Working group chair

The working group chair will collaborate with facilitators to develop agendas and will provide overall leadership to the ADWG. They will play a leadership role in ensuring the engagement of the ADWG and committee members in order to produce a robust and impactful final product. Additionally, the chair will select committee members from the list of generated nominees.

### Committee role

Committee topics will be determined by the working group in accordance with legislative requirements for the final report. Committee members will be nominated by working group members. Each committee will consist of between 5-15 people. Committees will each meet up to three times to gather and synthesize information to present to the working group. Committee members should attend all meetings for the committee on which they serve. Information reviewed may include (but is not limited to) research, current Alzheimer's programming in Minnesota, and inclusion of the experiences of people and families living with Alzheimer's. Committees will meet by webinar, with an in-person option in St. Paul. At least one meeting for each committee will have a focus on public input.

### Committee member responsibilities:

- Each committee will have a chair or co-chairs to assist in identifying participants, determining agendas, and ensuring the quality of key findings to present to the working group.
- Committee members will assist in identifying relevant issues, research, and considerations to present key findings to the work group.
- Committees are not charged with making recommendations on their topic area.

All stakeholder work group meetings and committee meetings are open to the public, and will include a public comment period.

### Management Analysis and Development consultant role:

Management Analysis and Development (MAD) consultants/facilitators will provide planning, coordination, facilitation, and overall support to the working group and committees. Using the recommendations of the working group, MAD consultants will develop a legislative report to be submitted by January 15<sup>th</sup>, 2019. MAD consultants will strive for a participatory process with public engagement opportunities throughout the process.

### MAD consultant responsibilities:

Facilitators will strive to create an inclusive environment where all experiences and voices are equally heard. Facilitators will provide meeting materials one week in advance of work group meetings.

### Minnesota Board on Aging responsibilities:

MBA will submit the work group's report to the legislature by January 15th, 2019.

### Duration

The working group expires June 30, 2019, or the day after the working group submits the report required in subdivision 6, whichever is earlier.

### Findings and Recommendations

The Board on Aging must submit a report providing the findings and recommendations of the working group, including any draft legislation necessary to implement the recommendations, to the governor and chairs and ranking minority members of the legislative committees with jurisdiction over health care by January 15, 2019.