

APPENDIX A

Roles/Responsibilities for Action Plan Implementation - Year 1

The following tables provide descriptions of the types of tasks involved in carrying out each action item for Year 1 of the Age-Friendly Maple Grove action plan as well who will lead implementation. Co-chairs refer to Age-Friendly Maple Grove’s two co-chairs as well as the initiative’s consultant. The broader committee is organized into various domain groups to lead implementation of noted action items. City staff and leaders will be involved in many of the actions, but that work will be facilitated in most cases by the co-chairs.

Domain 1: Outdoor Spaces and Buildings	Action Item	Tasks	Lead/ Support Role
	Conduct a retail audit of key businesses to gather, analyze and share data about baseline age-friendliness	Create list of key retailers to include; create list of features to audit; visit stores and conduct audit	Committee
	<i>Incorporate age-friendly commitment and park practices into the Parks Plan due in 2018.</i>	<i>Complete</i>	<i>Co-chairs</i>
	Gather more information about park usage among older residents to help inform strategies.	Analyze existing data from Parks & Rec; look for gaps in information. Identify ways to fill information gaps.	Co-chairs/ Committee
	Inform parks projects to ensure age-friendly considerations are embedded in process and plans (e.g., Weaver Lake Park, community center remodeling). <i>(Timing unknown; TBD by city's timeline.)</i>	Work with City/Parks & Rec to ensure that age-friendly has a voice at the table for all future plans and projects. (This work would be ongoing and linked to larger goal of formalizing role of AF MG and mechanism for get AF lens included in all work.)	Co-chairs

Domain 2: Transportation	Action Item	Tasks	Lead/ Support Role
	Conduct a transportation services audit to understand the landscape of transit options in Maple Grove, including the gaps and limitations, to help inform development of plans to fill identified needs. Audit would include both public options (e.g., MG Dial-A-Ride) and private options (e.g., Uber/Lyft).	Develop list of transportation providers/services to audit; develop features to assess; conduct audit; write brief report on findings.	Committee/Co-chairs
	Conduct audit of bicycle parking to identify priority locations for new/additional parking. (To be included as part of retail audit under Goal 1.1.)	<i>(Included under previous domain.)</i>	

Domain 3: Housing	Action Item	Tasks	Lead/ Support Role
	Expand access to information about existing housing support services, such as home repair and modification resources.	Identify existing sources of information and how they are distributed; find new means of sharing the information.	Committee/ Co-chairs
	Integrate age-friendly principles and practices into comprehensive plan update.	<i>Complete</i>	Co-chairs/ Committee
	Hold housing forum with cross-sector participants to discuss opportunities and challenges surrounding age-friendly housing.	Develop goals for event, event format and agenda; identify and invite participants; create materials; develop presentation; support participants in their prep, etc.; event logistics	Co-chairs/ Committee

Domain 4: Social Participation and Inclusion	Action Item	Tasks	Lead/ Support Role
	Pilot a program that provides older adults a free tablet device, low-cost data plan, and device training. Pilot to include residents of affordable senior apartments.	This program is underway. Work could include planning for expansion.	Co-chairs/ Committee
	Identify quality web-based programs that connect older adults to other people and help MG residents utilize such programs—e.g., NextDoor, MeetUp groups or Facebook groups for local older adults.	Identify programs and find ways to get people connected via the programs.	Committee

Domain 5: Civic Participation and Employment	Action Item	Tasks	Lead/ Support Role
	Create a formal mechanism for older adult input into city plans and projects (e.g., aging commission or task force; a city staff member dedicated to including aging issues in his/her position; or using AF MG for this function)	Work with City leadership to determine how AF will be formally integrated into operations	Co-chairs
	Determine ways in which city volunteers could be used more strategically.	Work with city volunteer coordinator to develop strategy for this. Assess current strategy for gaps and opportunities; research promising models being used in other places.	Co-chairs/ Committee
	Improve communications about job opportunities, placement and training to help connect interested older adults and employers who need workers.	Get knowledgeable about current landscape of employment for older adults. Learn what employers and older jobseekers want and need. Identify employers who may benefit especially from tapping older workers. Find new ways of connecting the two groups.	Committee/ Co-chairs

Domain 6: Communication & Information	Action Item	Tasks	Lead/ Support Role
	Update current AF MG web page on city website in conjunction with action plan release. Keep content updated until launch of new website.	Create updated content for current AF MG web page on City's site. Plan what content will look like until launch of new website/web pages next year.	Co-chairs/ Committee
	Ensure that the city's new website (to be launched in 2019) is developed using best practices for age-friendly site design.	Work with IS Department to ensure that AF best practices are being used in site design; provide them with information about best practices; help them with beta-testing by older adults.	Co-chairs/ Committee
	Share initiative news by utilizing/maximizing existing sources known to be accessed by older residents.	Create list of key publications/sources; create calendar that includes deadlines for each publication and plan for submitting content to each; determine what types of content should be included at this stage of initiative.	Committee/Co-chairs

Domain 7: Community and Health Services	Action Item	Tasks	Lead/ Support Role
	Offer and/or facilitate access to evidence-based programs that improve older adults' health by addressing fall prevention and management of chronic conditions.	Support Senior Center in offering evidence-based programs.	Co-chairs
	Facilitate and help advance the efforts of Maple Grove's police and fire departments as well as North Memorial Ambulance as they work to better understand and serve older adults in the community.	Reach out to PD, FD and NMA to better understand what would be valuable to them in terms of working with each other and where AF MG could add value.	Co-chairs/ Committee
	[An audit of age-friendly services/promotions will be included in the audit detailed under Goal 1.1.]		
	Identify quality resources for people with dementia and their caregivers and increase awareness of these resources to ensure they are being utilized.	Become familiar with current resources and where people are getting their information. Identify gaps and ways to fill the gaps.	Committee/ Co-chairs