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| **JANUARY** | Lead & Responsible Party |  |
| Friday, January 15, 8:30 am  DC Planning Committee for Services to the Elderly Mtg.  ***Senior Services, Conference Room B*** | AAA |  |
| Announce committee member re-appointments and introduce any new appointees | Chair |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Review expenditures and consider moving unspent funds. | Chair, Committee, Providers |  |
| Develop three ways to advocate for Senior Tarheel Legislature Priorities. | Chair, Committee |  |
| Review and discuss goals developed for Planning Committee for the  year | Strategic Planning Ad Hoc |  |
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| **FEBRUARY** |  |  |
| Friday, February 19, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. Senior Services, Conference Room B | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
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| **MARCH** |  |  |
| Friday, March 18, 8:30 am-  DC Planning Committee for Services to the Elderly Mtg. Senior Services, Conference Room B | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Create service priorities for next FY which will drive allocation distribution | PC Committee |  |
| Report status of committee goals | Strategic Planning Ad Hoc |  |
| March 31 - Allocations, Budgeting, Data presented to County by DAAS | DAAS |  |
| March 31 - Chairman of Board of Commissioners notifies Lead Agency. | BOCC |  |
| March 31 - April 30- Lead Agency & Planning Committee will submit County Funding plan to County Manager & County Budget Officer | DCSS, Chair |  |
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| **APRIL** |  |  |
| Friday, April 15, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. Senior Services, Conference Room B | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Make recommendations for moving funds (Deadline April 30) | Finance Sub-Committee |  |
| April 30 – Final date for Committee to submit plan to County Manager and County Budget Officer | DCSS |  |
| April 30 – County Commissioners/Lead Agency, Planning Committee  identify Block Grant services to be procured on behalf of the County | BOCC - DCSS |  |
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| **MAY** |  |  |
| Friday, May 20, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. Senior Services, Conference Room B | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Report status of committee goals | Strategic Planning Ad Hoc |  |
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| **JUNE** |  |  |
| Friday, June 17, 8:30 am  DC Planning Committee for Services to the Elderly Mtg.  ***The Life Center of Davidson County*** | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Report status of committee goals | Strategic Planning Ad Hoc |  |
| June 25 - DAAS issues Notification of Grant Award to the Area Agency on Aging | DAAS |  |
| June 30 - Final date for County Funding Plan to be submitted to the Area Agency on Aging as part of the review for compliance with DAAS budgeting requirements | DCSS |  |
| June 30 - The Area Agency on Aging enter into grant agreement with the County for provision of aging services specified in the funding plan | AAA – BOCC - DCSS |  |
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| **JULY** |  |  |
| July 31- Area Agency on Aging completes Compliance Review | AAA |  |
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| **AUGUST** |  |  |
| Friday, August 19, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. The Life Center of Davidson County | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Begin reviewing unmet needs to plan for next annual year goals | Strategic Planning Ad Hoc |  |
| Report status of committee goals | Strategic Planning Ad Hoc |  |
| Prior to September meeting, email committee members a call for nominations for the offices of Chair and Vice-Chair to be elected at the November meeting. | Membership Sub- Committee Chair |  |
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| **SEPTEMBER** |  |  |
| Friday, September 16, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. The Life Center of Davidson County | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Continue committee goal planning for next annual year | Strategic Planning Ad Hoc |  |
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| **OCTOBER** |  |  |
| Friday, October 21, 8:30 am  Planning Committee for Services to the Elderly Mtg. The Life Center of Davidson County | AAA |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Review committee membership terms and determine if will re-appoint and/or select potential new members | Membership Sub- Committee |  |
| Review Sub-committee members and determine appointee’s for coming year | Chair |  |
| Prior to November meeting, email committee members a call for nominations for the offices of Chair and Vice-Chair to be elected at the November meeting. | Membership Sub- Committee Chair |  |
| Ask Senior Tarheel Legislature Delegate to report Legislative priorities for the upcoming year at the November meeting. | Chair |  |
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| **NOVEMBER** |  |  |
| Friday, November 18, 8:30 am  DC Planning Committee for Services to the Elderly Mtg. The Life Center of Davidson County | AAA |  |
| Conduct elections for the offices of Chairperson and Vice-Chair | Membership Sub- Committee Chair |  |
| Appoint sub-committee members (Financial, Membership, and Strategic Planning) | Chair |  |
| Review Units of Service Report & Waitlist to ensure spending is on target | Chair, Committee, Providers |  |
| Review Senior Tarheel Legislature, Legislative priorities for the upcoming year | STHL Delegate |  |
| Final report of committee’s current year goals | Strategic Planning Ad Hoc |  |
| Recommendation made to the committee with regards to re- appointments and appointments | Membership Sub- Committee  Chair |  |
| Work with Clerk to the Board of County Commissioners to have appointments/re-appointments placed on an upcoming meeting agenda | Chair, AAA Representative |  |
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**ON-GOING**

HCCBG agencies provide training to new members (within 60 days of the beginning of their term)

Unplanned funding increases/reductions – Finance Sub-Committee will make recommendation(s) to the Planning Committee.