



County of Fairfax, Virginia

MEMORANDUM

DATE: April 9, 2024

TO: Consumer Protection Commission Financial Scams and Fraud Committee

FROM: Rebecca L. Makely, Director
Department of Cable and Consumer Services

SUBJECT: CPC Financial Scams and Fraud Committee Meeting for April 16, 2024

Please find attached the CPC Financial Scams and Fraud Committee packet. The next scheduled meeting is **Tuesday, April 16, 2024, at 7:30 p.m. in Conference Room 232** of the Government Center, 12000 Government Center Parkway, Fairfax, Virginia.

Please RSVP with your attendance to Susan Jones by **COB on Monday, April 15, 2024**, at Susan.Jones@fairfaxcounty.gov or 703-324-5877.

cc: Amanda K. Kastl, Director, Consumer Services Division
Department of Cable and Consumer Services

Susan C. Jones, Branch Manager
Consumer Affairs Branch



The Financial Scams and Fraud Committee

02/19/2024

Minutes

Name of Public Body: The Financial Scams and Fraud Committee

Date of Meeting: 02/19/2024

Time of Meeting: 5:00 PM

Members Present AND Absent: Maurice Springer (Chair), Dennis Kirk, Jason Kratovil, Joseph Gasimov, Paul Svab, Pratik Kharat

Location of Meeting: Virtual

Summary of Discussions:

Proposed that ongoing meetings would be held the second Monday of every month online at 5:00 PM. Jason Kratovil second.

Committee voted to meet virtual for all meetings. Dennis Kirk second

Committee adopted the virtual meeting policy pursuant to the Consumer Protection Commission Online meeting policy. All members present voted yes. No members voted no or abstain.

Committee agreed it would wait until the Police presentation on Tuesday's full Consumer Protection Commission meeting to marrow areas of focus and approach to disseminating information to the public to ensure alignment with strategies employed by the police.

Next meeting scheduled for March 11th, 2024.

Meeting adjourned at 6:15 PM

Votes Taken--Express language of the Motion as close to verbatim as possible, and record how each member voted.

Financial Scams and Fraud
Committee
2024 Planning Calendar
April 16, 2024

- March 19 • *Electronic Meeting*
All-Virtual Public Meetings Policy
- April 16 • Remote Participation Policy
- May 13 •
- June 10 •
- July 8 •
- August 12 •
- September 9 •
- October 14 •
- November 11 •
- December 9 •

THE FAIRFAX COUNTY CONSUMER PROTECTION COMMISSION
FINANCIAL SCAMS AND FRAUD COMMITTEE POLICY
FOR THE REMOTE PARTICIPATION OF MEMBERS

1. **AUTHORITY AND SCOPE**

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. **DEFINITIONS**

a. “**CPC-FSFC**” means the Fairfax County Consumer Protection Commission Financial Scams and Fraud Committee.

b. “**Member**” means any member of the Fairfax County Consumer Protection Commission Financial Scams and Fraud Committee.

c. “**Remote participation**” means participation by an individual member of the Fairfax County Consumer Protection Commission Financial Scams and Fraud Committee by electronic communication means in a public meeting where a quorum of the Fairfax County Consumer Protection Commission Financial Scams and Fraud Committee is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. **MANDATORY REQUIREMENTS**

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the CPC-FSFC must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able

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to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the CPC-FSFC Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.

b. The requesting member shall also notify the CPC-FSFC staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.

c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.

d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.

e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the CPC-FSFC has assembled for the meeting, the CPC-FSFC shall vote to determine whether:

a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and

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b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES:**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the CPC-FSFC shall record in its minutes (1) the CPC-FSFC's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the CPC-FSFC goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.