

**FAIRFAX AREA COMMISSION ON AGING (COA)
EXECUTIVE COMMITTEE**

VIRTUAL – VIDEO/AUDIO MEETING

Zoom: <https://us02web.zoom.us/j/86310647599>

Password: Meet-1234!

Or

Telephone: 888-270-9936 (US Toll Free) or 602-333-0032

Conference code: 231525

DRAFT MINUTES

Wednesday, September 8, 2021, 1:00 – 2:00 p.m.

Commissioners Present:

Cathy Cole, (Chair), Cathy Muha (Vice Chair), Carolyn Sutterfield (Secretary)

Staff Present:

Jacquie Woodruff, AAA

Call to Order

Chair Cathy Cole called the meeting to order at 1:06 p.m.

Roll Call and Motions to Proceed with Electronic Meeting

Cathy Cole explained that, in order to conduct the meeting electronically in compliance with the emergency procedures authorized by FOIA, the State of Emergency, and the Emergency Ordinance, certain findings and determinations are required for the record. Cathy Cole called the roll, and all the commissioners participating stated their name and the location from which there were participating. Commissioners present were:

- Cathy Cole, chair, from her home in Springfield, serving as the At-Large Representative
- Carolyn Sutterfield, secretary, from her home in the City of Fairfax
- Cathy Muha, vice chair, from her home in Oakton, representing Sully District

Cathy Cole motioned that each member's voice could be adequately heard by all participating members of the Fairfax Area Commission on Aging Executive Committee. Vice Chair Cathy Muha called for a second and a vote. Carolyn seconded. The COA Executive Committee voted unanimously to approve the motion.

Cathy Cole motioned that the State of Emergency caused by the COVID-19 pandemic made it unsafe for the Fairfax Area Commission on Aging Executive Committee and the public to physically assemble. She further moved that the Fairfax Area Commission on Aging Executive Committee conduct the meeting electronically through a dedicated audio-conferencing line that the public could access. Cathy Muha called for a second and a vote. Carolyn seconded. The COA Executive Committee voted unanimously to approve the motion.

Finally, Cathy Cole motioned that all agenda matters would address the Emergency itself, were necessary for continuity in Fairfax County government, and/or were statutorily required or necessary to continue operations and the discharge of the Fairfax Area Commission on Aging's lawful purposes, duties, and responsibilities. Cathy Muha called for a second and a vote. Carolyn seconded. The COA voted unanimously to approve the motion.

Public Comment

There was no public comment.

Executive Committee Meeting Discussion

1. COA September 15 Meeting Topics

a. Reinforcing links between the county's Strategic Plan and the SHAPE plan. Presentation by Amy Probst, Countywide Strategic Plan Coordinator, will highlight ways the SHAPE plan as outlined so far closely tracks, or "crosswalks with" categories and priorities of the Strategic Plan.

b. Publicizing the CASOA survey, Sept–Dec 2021. The COA is asked to communicate that a second random 50+ survey is coming in January, that it's important to respond, and that we need the new data since COVID may have changed how people would respond. (The survey will go to different addresses this time.) Three steps were identified:

- Determine which groups commissioners should contact to publicize the survey. Possibilities include home owners' and community associations, faith-based groups, the Shepherd's Centers, the 50+ Community Ambassadors.
- Be prepared to explain and champion the role the BOS has given the COA as champion, overseer, and reporter for the Board's strategic plans around aging. Aids could include a reworked PowerPoint about aging services, the previously requested COA grip card, and perhaps personal business cards for commissioners.
- If in-person meetings are still on hold, invite representatives of community groups to participate in a panel discussion at the October 20 COA meeting.

c. Bringing commissioners back up to speed. Encourage them to become more proactive in their districts through several means:

- Present a PowerPoint about aging services, plus maybe a SHAPE PowerPoint?
- Choose a particular best practice or area of concern to research and report on to the group in advance of inviting an expert speaker to a COA meeting. Topics already suggested include hearing loss and peer support.
- Engage in one-on-one conversations with district residents.
- Write down any information you plan to share in the meeting (new business, update reports) and submit to the COA secretary.

2. COA's continuing role in SHAPE the Future of Aging

a. Jan–Sept 2022. Waiting for survey results. [**Plans for Older Americans Month on October agenda?**]

- b. Oct–Nov 2022. BOS and COA scheduled to cohost Community Input Groups (Forums).
- Feedback sessions for the Strategic Plan allowed participants to use their own devices to respond to poll questions and see them tallied in real time. Cathy Cole would like to use this technology in the forums the COA hosts for SHAPE. Jacquie will check.
 - Will the COA be able to choose topics, write questions, and convene some forums? This will depend on Supervisors Herrity and Walkinshaw of the Older Adults Committee.
 - How much weight will be given to forums versus survey results? With the first survey, results differed significantly by age group. Will that be taken into account this time?
- c. The equity lens. When should the Equity office get involved? We already know they support the previous affordable housing and transportation options. The new area in SHAPE is the “E” for economic initiatives. That could be something to discuss.

Other Business

Cathy Cole inquired about the Area Plan update cited by Theresa Brown at the July 21 meeting. We are now in year 3 of the four-year plan, which commissioners are asked to “review and comment on.” Carolyn suggested adding a section on the Area Plan in the revised COA binder, with details on how to learn more.

Cathy Cole suggested having individual commissioner photos next to their names on the website instead of a group photo.

The committee discussed hosting future panels. The COA will consider inviting groups of stakeholders to participate in discussions around serving older adults.

Adjournment

Cathy Muha motioned that the meeting be adjourned. Carolyn seconded. The meeting was adjourned at 2:22 pm.