

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

**VIRTUAL – VIDEO/AUDIO MEETING**

**Zoom:** <https://us06web.zoom.us/j/82153780812>

**Password:** Meet-1234!

**Or**

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

**Conference code: 231525**

**FINAL MINUTES**

**Wednesday, January 12, 2022, 1:00 – 2:00 p.m.**

**COA Executive Committee Present:**

Cathy Cole (At Large, Chair), Cathy Muha (Sully District, Vice Chair), Carolyn Sutterfield (City of Fairfax, Secretary),

**Others Present:**

Tom Bash, COA (Springfield District); Jacquie Woodruff (AAA), Kristin Helfer Koester (AAA), Elizabeth Ann Margetta (AAA)

**Call to Order**

Chair Cathy Cole called the meeting to order at 1:05 p.m. Cathy C agreed to record the minutes.

**Roll Call and Motions to Proceed with Electronic Meeting**

Cathy Cole made the motions to allow the Executive Committee to conduct a wholly electronic meeting because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. All motions passed unanimously.

Committee members, staff, and one COA commissioner accessed the meeting via the Zoom web platform. All stated their official function and the location from which they were calling. The public was able to access the meeting via an AT&T call line.

**Public Comment**

There was no public comment.

## Executive Committee Meeting Discussion

### 1. Administrative concerns/Updates

- Jacquie informed the committee that she has new additional legislative commitments which may or may not interfere with her COA responsibilities. Helfer Koester and Beth Ann Margetta, both experienced AAA staff, are available to back up Jacquie if the need arises. Both the Chair and Vice Chair expressed appreciation for the continuity of support.

### 2. Future COA Meetings

*January 2022 – To begin the “State of....” Presentations to identify successes, gaps and challenges in current AAA programs in anticipation of the CASOA analysis. First SHAPE category: services and personal wellbeing*

- Tavna Limage, LCSW, Assistant Program Manager/Adult Protective services, will be asked to present on the State of APS – number of cases, staffing, thoughts on challenges
- Lori Jones, Paralegal, Adult Protective Services/Guardianships, will be asked to present on the guardianship process and thoughts on challenges
- Commissioners should be prepared to ask questions
- Commissioners will provide information on their liaison roles

*February 2022*


- Learn about the Vulnerability Index and how that tool might assist the COA determination of needs/gaps
- Assign teams to determine the important areas of housing and mental health to address in future meetings.

### Other Business

Cathy Cole motioned that the draft Fairfax Area Commission on Aging Executive Committee’s Policy for Participation in Meetings by Electronic Communication be adopted. Carolyn seconded it. The COA Executive Committee unanimously voted to approve the policy.

### Adjournment

Carolyn motioned, and Cathy Muha seconded. The meeting was adjourned at 2:04 pm.

DocuSigned by:  
  
 849C327CA4834CC...

09/19/2022 | 21:25:44 EDT

Martha Cooper, COA Secretary

Date

DocuSigned by:  
  
 481E9D15B8E64D2...

09/20/2022 | 13:07:46 EDT

Cathy Cole, COA Chair

Date