

**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

DRAFT MINUTES

Wednesday, September 14, 2022, 1:00 – 2:30 p.m.

COA Executive Committee Present:

Cathy Cole (At Large, Chair), Cathy Muha (Sully District, Vice Chair), Martha Cooper (City of Falls Church, Secretary)

Others Present:

Jacque Woodruff and Ana Valdivia - Area Agency on Aging (AAA)

Call to Order

Chair Cathy Cole called the meeting to order at 1:03 p.m. Martha Cooper recorded 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. A quorum was present. The meeting was advertised. All motions passed unanimously.

Committee members, and staff attended the meeting via the Zoom web platform. All stated their official function and the location from which they were calling. The public could access the meeting via an AT&T call line.

Public Comment

There was no public comment.

Executive Committee Meeting Discussion

- Reviewed agenda for meeting
- Approved Minutes of January 12, 2022, of COA Executive Committee Meeting (C. Muha proposed, and C. Cole seconded.)
- Cathy Cole expressed gratitude for the commissioners' SHAPE summaries and Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis.
- Raised Concerns with Health Management Associates' (HMA) report to Older Adults Committee of the Board of Supervisors on Community Assessment Survey for Older

Adults (CASOA) survey results Tuesday 9/20/22. COA commissioners will have a very limited opportunity to ask questions.

- Recommended that Joanne Collins, newest COA commissioner, be invited to serve as COA representative on the Consolidated Community Funding Advisory Committee (CCFAC)
- Set the agenda for the 9/21/22 COA meeting to cover survey results and discuss SHAPE SWOT. Chair underscored the importance of Commissioners preparing in advance for meeting.

Agenda Older Adults Committee Meeting on 9/20

Older Adults meeting agenda in brief:

- Discussion of Meals on Wheels
- Survey data presentation – John Ruthinoski, DFS Data Analytics
- Brief summary of HMA report - HMA Consultant Team
- Possible report on Home Share program study

COA meeting 9/21/22

- Presentations to identify successes, gaps and challenges in current AAA programs in anticipation of the CASOA analysis. Commissioners should be prepared to ask questions
- Decided that Commissioners will provide information on their liaison roles in writing.
- No Old Business would be addressed.

New Business

- John Ruthinoski, DFS, Analysis of survey data Will review the CASOA data and answer questions.
- HMA report by Barry Jacobs and Ana Bueno, team leaders. They will share their PowerPoint and answer questions.
- Clarify the types of community input proposed. Define areas for focus groups that will review survey data. Propose dates of community meetings and key informant interviews
- Commission will review SHAPE summaries and SWOT analysis for each letter.

C. Muha motioned that the meeting be adjourned, C. Cole seconded it.

Adjournment

The meeting was adjourned at 2:29 pm.