

**Attachment C** Notice of October 2023 COA Meeting

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

**Pennino Building – Room 200 & 206**  
12011 Government Center Pkwy, Fairfax, VA

**DRAFT MINUTES**

**Wednesday, September 20, 2023, 1:00 – 3:00 p.m.**

**Commissioners Present:** Cathy Cole (Chair/At Large), Cathy Muha (Vice Chair/Sully), Carolyn Sutterfield (City of Fairfax), Sharron Dreyer (Franconia), Jim Kirkpatrick (Springfield), Kay Larmer (Dranesville), Joe Heastie (Providence), Mike Perel (Braddock), Irv Katz (Mason)

**Commissioners Attending Remotely:** Cathy Cole asked that the Commission approve the participation of Diane Watson (Mt. Vernon) via Teams due to personal reasons. Sharron moved and Kay seconded the motion. Full participation was granted.

**Commissioners Absent:** Joanne Collins (Secretary/Hunter Mill, unexcused)

**County Staff Present:** Beth Ann Margetta, Ana Valdivia, Katie Jantzi, Fairfax Area Agency on Aging, John Ruthinoski, Kelsey Brewster, Department of Family Services' Data Analytics Unit

**Call to Order:** Chair Cathy Cole called the meeting to order at 1:00 p.m. In-person Commissioner quorum present.

**Review of the Agenda:** The meeting agenda was reviewed. Cathy Cole asked that the presentation on SMART objectives up on the agenda due to timing. Carolyn motioned to approve the agenda as amended. Sharron seconded and motion passed unanimously.

**Approval of the minutes:** Kay motioned that the draft July 19, 2023, minutes be approved. Sharron seconded. The draft minutes were approved.

**Public Comment:** No public comment. Members of the public identified themselves. Wing Pepper, Marie Norman, Rick Brooks (North Springfield Civic Assoc.), and Senior Helpers staff.

**District Host: Mount Vernon Supervisor Storck- Virtual**

- Supervisor Storck gave welcoming remarks and spoke to the importance of the work of the Commission and efforts to address safety, housing, and reviewed North Hill establishment of 60 senior units in Mount Vernon.

**AAA Director's Report: Beth Ann Margetta, Assistant Program Manager, for Tara Turner, Fairfax Area Agency on Aging**

- Cathy Cole and Tara Turner recently taped an episode about SHAPE the Future of Aging for Mature Living - a show on Channel 16. It will air in late fall/early winter timeframe.
- The Fairfax Area Agency on Aging will be having their routine DARS monitoring September 26-28.
- Part of that audit process does include Governance and Financial reviews - so that part of the monitoring includes DARS reviewing documents like COA bylaws and minutes for adherence to FOIA and the bylaws themselves. Beth Ann is the liaison to this process for COA and will be sure to discuss with Cathy if auditors have questions specific to the COA.
- In preparation for the upcoming audit, AAA has: attended DARS' new monitoring Process information session, developed monitoring checklists, performed internal mock audits, reviewed data and systems, facilitated kick off meetings with staff in each area of that work, and conducted review of policy and procedures and job aides.
- Ventures into Volunteering will be taking place in October at the Springfield Town Center on October 15, 2023. There are currently 38 organizations signed up to participate in the event. This was born out of the 50+ community action plan of which the commission had great impact on and gets the word out about volunteering in our community.
- Open enrollment season is coming. This is VICAP's busiest season! Please be sure to look for information about Medicare 101 and Medicare 102 presentations available in case they are helpful to you or the communities you represent!

**Presentation: SMART Objectives** – John Ruthinoski, Department of Family Services’ Data Analytics

- John Ruthinoski reviewed SMART objectives to help guide work and development of initiatives. John also reviewed an initiative tracking tool that is being developed by DFS Data Analytics team to support the work of the SHAPE committees.

**OLD BUSINESS**

**Commissioner Updates:**

Discussion: SHAPE Initiative Development Committees (IDC). Cathy Cole invited Commissioners to share observations from first IDC meetings.

- “H” Committee – Irv Katz and Sharron Dryer
  - Irv- good group: diversity of talents, well related.
  - Sharron observed there was high level of energy.
  - Discussed using mute/raising hands, ground rules for virtual meetings.
  - Sharron- great ideas: consolidated list of services. Home repair, home modifications, etc. Jerry Poje has been involved in workforce housing. Make it affordable by providing tax credits.
- “E” Committee – Kay Larmer and Carolyn Sutterfield
  - Kay observed that it was a wonderful first meeting and very important to have the first meeting in-person. Some people have jobs that interfere with scheduling so next meeting will be offered hybrid.

- Carolyn discussed there was good representation from county, and it was a lively first meeting: APS, LDS- Melissa Smarr- Silver shield, Britepaths- contractor doing financial planning at south county, prepared to multiply and put into senior centers. Small group interested in end of life with LTCCC representative from Goodwin Living. Carolyn voiced the importance of the gift that you can give your family as a “healthcare proxy.” Discussed scam prevention involving educating high schoolers, start early to educate people how to manage financial affairs, and intergenerational approaches. Didn’t have a banking person at the meeting this time but expect that in future. Will explore local banks doing outreach.
- “A” Committee – Jim Kirkpatrick Mike Perel
  - Members were enthusiastic and observed that there is a small number of people in the group right now, but the right people are at the table.
  - Talked about goals and low hanging fruit, buy-in for our goals and objectives.
  - Jim felt group met goals from first meeting and went over timeline but didn’t go into too much detail on initiatives yet.
  - Potential long-term goals discussed including transportation for people who need rides to medical appointments under anesthesia.
- “P” Committee – Cathy Muha and Diane Watson
  - Cathy M observed this is a great committee with 12 people-experts, everyone is knowledgeable and passionate.
  - Diane observed ideas for initiatives were discussed “round-robin” style and members were given a 2-minute timeframe to share.
  - Discussed short-term initiatives and “low-hanging fruit”- libraries: grandparents and children’s story times – intergenerational.
  - Possibly expand 50+ ambassadors. CARE Mobile – use for areas that are already designated as not getting information. SAGE certifications.
  - Second meeting is going to be virtual – planned to do so to accommodate members with hearing impairments.
- “S” Committee – Cathy Cole and Joanne Collins (absent)
  - Spent the first meeting getting to know each other and doing introductions in person.
  - “Services”- could cross into everything. “Services” incorporates the work of all the committees. Disabilities services were heavily represented.
  - Communications piece will be critical and discussion of using other means of conveying messaging. Public affairs person was not there at the first meeting due to illness.
  - Meetings will alternate between in-person and virtual.

## **NEW BUSINESS**

### **Commissioner Updates:**

- Carolyn: Human Services: meeting in person- didn’t go the most recent meeting.
- Joanne (absent) – No CCFAP update.

- Mike: NVAN virtual meeting on Sept. 19<sup>th</sup>. Sydney Palinkas presented on RAFT – branched out into helping people with dementia in the community; provide community education.
- Diane: Community Ambassadors – no update at this time; Carolyn attended. Interest in the group; services available in A&A presented.
- LTCCC: Cathy Cole – inclusive community engagement; working with youth and whole premise of how-to bring people to the table. Tech group did not report. Adopted new by-laws. New name - “Coordinating Council for Older Persons.”
- Sharron- Discussed North hill, new senior housing opened on Van Dorn (Franconia), new housing planned for Springfield district.
- Irv: Healthy environment- report on active Fairfax. DOT led transportation. Possible link with access.
- Transportation Advisory Commission (TAC) – no updates.
- NV Rides- no updates.
- Diane – Dementia Friendly Fairfax– no updates.
- Healthcare Advisory Board (HCAB)- no updates.
- Partnership for Healthier Fairfax- no updates.
- Behavioral health starting back up with meetings.
- Joe: Pre-guardianship panel met and reviewed 3 strong APS cases.
- Cathy C: spoke with Chair of Commission for Women and observed older adult issues have not come up. Cathy is volunteering to be liaison. Cathy suggested Chair of Commission for Women for “A” committee- provided contact to AAA Liaison.

## ANNOUNCEMENTS

- Sharron Dryer will be recognized as Lady Fairfax for Franconia District on October 4<sup>th</sup>.
- **October COA Meeting-** Providence District is host.

## ADJOURNMENT

Jim Kirkpatrick motioned to adjourn the meeting, Irv Katz seconded. Meeting was adjourned at 3:06 p.m.

Minutes prepared by Beth Ann Margetta, Assistant Program Manager, Fairfax Area Agency on Aging, on behalf of Joanne Collins.