

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

Pennino Building – Room 709  
12011 Government Center Parkway, Fairfax, VA

**DRAFT MINUTES**

**Tuesday, September 12, 2023**

**COA Executive Committee Present:**

Cathy Cole (At Large, Chair), Cathy Muha (Sully District, Vice Chair), Joanne Collins (Hunter Mill, Secretary)

**Others Present:**

Ana Valdivia, Beth Ann Margetta - Area Agency on Aging (AAA)

**Call to Order**

Chair Cathy Cole called the meeting to order at 1:05 p.m. Joanne Collins recorded the minutes.

**Public Comment**

None

**Executive Committee Meeting Discussion**

- **DFS Data Analytics Team Meeting**
  - Cathy Cole met with John Ruthinoski and Kelsey Brewster to discuss Smart Objectives PowerPoint and SHAPE planning and reporting tools. Look to COA Portal to find SHAPE resources, status, and who's championing.
- **SHAPE Initiative Development Committee Meetings Discussion**
  - SHAPE Initiative Tracker excel document can be filled out on the Portal. Who is the designated reporter in the SHAPE Initiative Development Committee meetings? Portal can only be accessed by COA commissioners.
  - Minutes template created, rolling minutes in the future. COA commissioners will have opportunity to provide additions before finalizing.
  - Do we need a reporter for capturing meeting information?
  - Need GIS Dashboard with tools and maps, for ex. islands of disadvantage & community center overlap.
  - SHAPE Committee Meeting #2 – assign champions to initiatives and subcommittees, oversight of subcommittees, reporting mechanism to steering committee, identify low hanging fruit.
- **September 20, 2023, COA Meeting** will meet in-person in the Pennino Building. The Mt. Vernon District will 'host' the meeting with Supervisor Dan Storck.

- Presentation: SMART Objectives - DFS Data Analytics Team Support for SHAPE- John Ruthinoski, Kelsey Brewster
- Delay presentation from Anna Ricklin, Health in All Policies Manager until October COA meeting.
- Update on SHAPE Initiative Development Committees – 4min/each.
- Request Commissioner updates in writing.

#### **New Business**

- **Next COA Executive Committee Meeting Monday October 16<sup>th</sup> 3pm**

#### **Minutes Approval & Adjournment**

Cathy Cole motioned June 14, 2023, COA Executive Committee Meeting minutes be approved. Joanne Collins seconded. The minutes were approved.

Cathy Muha motioned that the meeting be adjourned, Joanne Collins seconded it. The meeting was adjourned at 2:30 p.m.