

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

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

**DRAFT MINUTES**

**Wednesday, November 8, 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 1:08 p.m. Joanne Collins recorded the minutes.

**Public Comment**

None

**Executive Committee Meeting Discussion**

- **VA Freedom of Information Discussion**
  - Invite Louis Nuzzo, Assistant County Attorney to return to update commissioners on recent law changes and clarify the boundaries on commissioners meeting socially – December COA meeting?
  - Consider separate email address for commissioner business.
  
- **SHAPE Initiative Development Committee Meetings Discussion**
  - Speed up release of minutes for SHAPE IDC meetings to 2-week turnaround.
  - John Ruthinoski to improve user friendliness of SHAPE Initiative Tracker by adding a Form view to the existing Grid view.
  - Cathy M requested an update on where Tara Turner is with the tracking form for the subcommittees. What is the vetting process for the initiatives?
  - Next SHAPE IDC meetings will walk through initiatives with the equity tool. Email the Equity Analysis Framework for Proposed DFS Policy and Business Process Changes, page 6 to commissioners. Go over these questions at Nov COA meeting with County rep, possibly Linda Hernandez-Giblin, Volunteer Solutions, AAA, if available.
  - Determine if Data Analytics Committee has met recently. 2022 CASOA Survey Results in Comparison by Location (district) located currently in the portal – send to each SHAPE committee member.

- Additional committee / subcommittee members needed – Service Source. Need to review mix of members to bring in both internal ideas (county staff) and external ideas (outside partners).
  - Agencies cited in initiatives, ex Service Source, what is the mechanism for informing and determining their participation?
  - Can Joe H. take on determining overlap of initiatives across the IDC's?
  - Commissioner reports on the IDC's need to be standardized.
- **November 15, 2023, COA Meeting** will meet in-person in the Pennino Building. The Springfield District will 'host' the meeting with Representative from Supervisor Pat Herrity's office.
    - National Family Caregiver Month Proclamation presented to COA w/ acknowledgement of national caregiver month.
    - John Ruthinoski, Data Analytics Unit
    - Presentation: Equity tool questions
    - Update on SHAPE Initiative Development Committees
    - Request Commissioner updates in writing.

#### **New Business**

- **December 20, 2023 COA Meeting** – will be virtual.

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

Cathy M. motioned September 12, 2023, COA Executive Committee Meeting minutes be approved. Joanne C. seconded. The minutes were approved.

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