

Attachment C Notice of December 2023 COA Meeting

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

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

**DRAFT MINUTES**

**Wednesday, November 15, 2023, 1:00 – 3:00 p.m.**

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

**County Staff Present:** Tara Turner, Beth Ann Margetta, Katie Jantzi, Ana Valdivia, Fairfax Area Agency on Aging; John Ruthinoski and Kelsey Brewster, Dept of Family Services' Data Analytics Unit; Becky Mitchell, DFS: Adult & Aging Division; Moriah Kitaeff, Fairfax County Emergency Management

**Call to Order:** Chair Cathy Cole called the meeting to order at 1:01 p.m. In-person Commissioner quorum present. No remote participation.

**Review of the Agenda:** Jim motioned to approve the agenda. Irv seconded and motion passed unanimously.

**Approval of the minutes:** Review of the September 20, 2023 minutes. Diane asked for a change to “P” IDC text from “long term memory” to “StrongerMemory” under Short Term goals. Kay motioned to approve the minutes as amended. Sharron seconded. The draft minutes were approved.

**Public Comment:** No public comment. Members of the public identified themselves including Danielle Waite, Community Preparedness Specialist, Division of Emergency Preparedness and Response, Fairfax Health Department

**AAA Director’s Report: Tara Turner, Director, Fairfax Area Agency on Aging**

- November is National Family Caregivers Month – we celebrate the efforts of all family caregivers in the community who provide support and decrease isolation of family members. Thank you to the COA commissioners who are caregivers to the community.
- Open enrollment for Medicare is now open. Medicare 101 educational training available at [Older Adults website](#) under the topic Medicare counseling.
- Summer Senior Cool Care program has ended. The program provides box fans and air conditioners to older adults.

- In the final stages of hiring for the Fairfax AAA Legislative and Policy Supervisor position.
- Additional DARS auditor for 3-day period to finalize second piece of the audit and then will await final report. Auditor is looking at services in action and seeing their impact on the community.

### **District Host: Springfield District Supervisor Pat Herrity**

- Thank you for SHAPE which is not only important personally to Pat Herrity, but also for Fairfax County and its seniors for aging in place affordably and safely. Looking forward to the SHAPE initiatives including by proxy a Digital Safety Initiative and Senior/High School Link (Dot Keenan).
- Digital safety discussion ensued with Commissioners citing the need to address phone solicitations (Irv) and email Social Security fraud (Cathy C) and expanding program countywide into areas such as Section 8 Housing.
- Mike P requests support for pickleball and decrease in property taxes for seniors citing localities that give credit for volunteering.
- National Family Caregivers Month Proclamation presented to the COA – Fairfax County Board of Supervisors proclaims November 2023 as Caregivers Awareness Month.

### **OLD BUSINESS**

#### **SHAPE the Future of Aging Initiative Development Committees – COA Commissioner Updates**

##### **“S” IDC – Cathy Cole and Joanne Collins**

- Initiative Development continues for Short, Medium and Long-Term Goals
  - Disability Needs Assessment Initiative
    - Disability Resource Guide accessibility
    - Needs Assessment Survey
  - Older Adults webpage redesign
  - Information dissemination via mobile vans
  - Caregiver Program email
    - Increase subscribership
- Discussion regarding H & P IDC committees looking to disseminate information via Care Van too. Need for ServiceSource representation on IDC committees.

##### **“H” IDC – Sharron Dreyer and Irv Katz**

- Short Term Initiative – Homesharing resources & educational materials disseminated to community. National Homeshare Resource Network and GMU have a working group exploring ways to get information out to the public.
- Discussion regarding equity representation on all IDC committees. Tara to review equity leads amongst existing committee members and identify a person for each committee.
- Discussion regarding need for consistent communications and overarching communication plan.

- Irv – Produced resource pieces should be folded up together and how they are communicated should be evaluated. Assess what already exists regarding home repair and homeshare information.
- Diane – Need an ombudsman for affordable housing dwellers.
- Mike – Questioned reliability of survey regarding people being informed or uninformed regarding county services. Were the right questions asked and what would be a true measure of the effectiveness of communications.

**“A” IDC - Mike Perel and Jim Kirkpatrick**

- Two IDC meetings completed. Will review short- & medium-term goals and the tracker at the third meeting. Adding new members.
- Mike - What is the best way to communicate transportation options in the county? Do you have a one sheet brochure and provide a decision tree on the county website?
- Jim – How do you navigate the county? – Need information in multiple languages and necessary to consider equity.
- Tara – AAA is intentional in not spelling out every piece of eligibility for a service. Want to evaluate everyone who inquires for services as an individual.

**“P” IDC - Cathy Muha and Diane Watson**

- Currently developing language and fine-tuning initiatives while waiting for equity tool.
- How do we determine approval for initiative as we move into sub-committee?

**“E” IDC - Carolyn Sutterfield and Kay Larmer**

- Two proposals under review are (1) a Senior Budgeting Presentation based on the one currently being used by Maria Jose Cantoni of Britepaths at the South County Community Center, and (2) an insert for the annual real estate tax mailing outlining the dangers of home repair scams (Melissa Smarr).

**NEW BUSINESS**

**Review & Updates to Initiative Tracking tool - John Ruthinoski & Kelsey Brewster**

- Institute question across all surveys - “How did you hear about this service?”
- The tracker will be updated to include a one-page form view for each initiative.
- SHAPE Equity column added – with choices => No, Progress, Completed
- Cathy C. – commissioners to try out portal changes by Dec 1
- Discussion regarding flow of initiative approval – initiative identified, review initiative utilizing equity analysis questions, request initiative endorsement and approval from AAA leadership.

**Equity Analysis Tool for SHAPE Committees - AAA**

- Irv – requests clarification regarding Equity Analysis Questions for SHAPE Initiative Development Committees - second question under People Impact. Question to be changed to “Is there a disproportionate impact to a specific group of people?”
- Tara – Talk and think through each Equity Analysis Questions per initiative.

**Commissioner Updates:**

Carolyn – Human Services Council – Edward Yost renewed as liaison for Sully District.

**Announcements:**

**Nov 21** – NVAN meeting (virtual)

**Dec 20** - COA Meeting (virtual) – Sully District is host.

**ADJOURNMENT**

Irv motioned to adjourn meeting. Jim seconded and motion was approved. Meeting adjourned at 3:02pm.

Minutes prepared by Joanne Collins, COA Secretary.

DRAFT