

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

VIRTUAL – VIDEO/AUDIO MEETING

Microsoft Teams: [235 286 744 388](https://teams.microsoft.com/join/235286744388)

Password: f9mRNz

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[+1 571-429-5982](tel:+15714295982).,[358246587#](tel:+15714295982) United States, Arlington

Phone Conference ID: 358 246 587#

DRAFT MINUTES

Wednesday, January 10, 2024

COA Executive Committee Present:

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

County Staff Present:

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

Call to Order

Chair Cathy Cole called the first all-virtual COA Executive Committee public meeting of the 2024 calendar year to order at 3:03 p.m. Joanne Collins recorded the minutes.

Roll Call to Proceed with Electronic Meeting:

Chair Cathy Cole called the roll, and the commissioners participating stated their name and the location from which they were participating.

Commissioners present were:

- Cathy Cole from her home in Springfield, serving as the At-Large Representative.
- Cathy Muha from her home in Oakton, representing Sully District.
- Joanne Collins from her home in Reston, representing Hunter Mill District.

Chair Cathy Cole determined that the COA Executive Committee had a quorum present via electronic connection and that each Commissioner could be seen and their voice could be heard.

Review of the Agenda:

Cathy C. motioned to approve the agenda. Joanne seconded and the motion passed.

Approval of the Minutes:

Cathy C. motioned December 13, 2023, COA Executive Committee Meeting minutes be approved. Joanne seconded. The minutes were approved.

Public Comment

None

Executive Committee Meeting Discussion

- **SHAPE Initiative Development Committee Meetings Discussion**

- Equity Analysis discussion centered around “S” and “P” IDC meetings approach to analyzing their initiatives with the equity tool questions.
 - “S” – “S” analysis was more broad, not specific to initiative. Discussion focused on a theme of mobile apparatus vs. the initiative. “S” IDC needs conversation about targeted outreach coupled with language needs.
 - “P” Discussed equity in terms of barrier to access and recruitment. – The “P” had a productive discussion. Pete R. gave helpful insights into experiences of staff working on community subsets. Theresa M. did pre-work on the equity analysis which added to concrete analysis.
 - Beth Ann Margetta - “P” is taking existing programs and “S” is starting from the ground up with a new program. Need NCS support needed to endorse the program and there was no rep this month at the P meeting.
 - Make sure initiative language is presented to IDC committee before applying an equity analysis. Need to leave space upfront for presenting the initiative.
 - John R to provide data dashboard correlating geographic area with those who responded negatively to connectivity and awareness to services. Additional data points re: income, living situation, proximity to senior center, language, etc.
 - Cathy C – Map will help us identify champions and community ambassadors. Need to broaden the scope, not just vans. We want to be intentional and go into places with data. Where is the business plan to get it off the ground? Joanne Collins added that business plan can be developed in the sub-committee once the initiative is approved.
 - Nicole Z (ARC) will support the “S” IDC mobile fleet initiative as a champion.
 - Linda Hernandez-Giblin –Expectations after equity session is to gather information to influence the work. Also work on how we will share information to identified isolated and vulnerable communities.

- **January 17, 2024, COA In-Person Meeting**

- Braddock District will ‘host’; Supervisor Walkinshaw to send a pre-recorded video
- Cathy Muha, Vice Chair, will facilitate the meeting.
- COA Commissioner Update on SHAPE IDC –
 - Update on progress including equity analysis, obstacles to moving forward, initiative champions, highlight common opportunities and strengths.
- No presentation this month.

- Commissioner Updates – limit scope to SHAPE. Ask for Commissioner updates in Joe’s format.

New Business

- **February 21, 2024 COA Meeting** – in-person
 - Invite Louis Nuzzo, Assistant County Attorney to return to update commissioners on recent law changes, clarify the boundaries on commissioners meeting socially and the number of BAC’s allowed to participate on an IDC. Commissioners to submit questions in advance.
 - Invite NCS Care Van to COA meeting in Feb or later?
- **June, 2024 COA Meeting**
 - June 19 is a holiday, need to move the meeting. Staff will propose potential alternate dates. May need to be virtual.

Adjournment

Cathy C. motioned that the meeting be adjourned, Joanne seconded it. The meeting was adjourned at 4:33 p.m.