

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

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

**FINAL MINUTES**

**Wednesday, February 14, 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 meeting to order at 1:02 p.m. Joanne Collins recorded the minutes.

**Review of the Agenda:**

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

**Approval of the Minutes:**

Cathy C. motioned to approve the January 10, 2024, COA Executive Committee Meeting minutes. Joanne seconded and the minutes were approved.

**Public Comment**

None

**Executive Committee Meeting Discussion**

- **SHAPE Initiative Development Committee Discussion**
  - SHAPE 1<sup>st</sup> Year Report to the Board of Supervisors
    - Beth Ann will discuss at the Feb COA report timeline and expectations.
      - March 11 – Commissioner’s report input/comments due.
      - April 5 – Final Report; Commissioners provide additional feedback by April 9th.
      - AAA leadership to send report to Communications by end of April.
      - May 2 – Final report edits.
      - May 8 – report posted.
      - May 14 – Board of Supervisors Older Adults meeting
    - Finalizing information in the trackers; need to designate a commissioner for each initiative.

- SHAPE report out in COA meeting important to find areas of overlap between IDC's.
  - Still no City of Falls Church representative. Commissioner involvement in COA discussed.
  - SHAPE IDC Update Worksheet for subcommittee reporting
    - Communication tool developed by Linda
    - Monthly report to go to commissioner tied to the IDC.
    - Send the tool to the 3 subcommittees forming – “S” IDC Mobile fleet, “P” IDC StrongerMemory, and “E” IDC Financial Planning Workshop in Senior Centers.
  - SHAPE IDC subcommittee roles –SHAPE the Future of Aging plan, page 33
    - Champion – call the meeting
    - COA Advocate – commissioner
    - County Staff Liaison
  - SHAPE Crosswalk with the Strategic Plan - SHAPE the Future of Aging plan, page 34
  - Cathy M – What is status of SAGE Care Training certificate in AAA? Expand certification outside of AAA. Goodwin House is certified.
  - Cathy M to present SHAPE to HCAB.
- **February 21, 2024, COA Meeting** – will meet in-person in the Pennino Building. The City of Fairfax will ‘host’ the meeting with Mayor Catherine Read providing remarks.
    - Springfield District Supervisor Herry remarks to COA on leaving his role as Chair of the Older Adults Committee
    - VA Freedom of Information Discussion – last call for questions for Louis Nuzzo. before Beth Ann compiles and sends.
    - SHAPE 1<sup>st</sup> Year Report Timeline – Beth Ann Margetta
    - Market Research presentation – Tara Turner
    - SHAPE IDC Subcommittee Update reporting mechanism – Linda Hernandez-Giblin
    - Move Embodied Lab presentation to March or May. The May COA is right after the Older Adults (OA) meeting.

### **New Business**

- **March 20, 2024, COA Meeting** – in-person
  - Supervisor Walter Alcorn, Older Adults Committee Chair, will attend virtually.
- **May 14, 2024, Board of Supervisors Older Adults Meeting**
- **June 2024 COA Meeting**
  - June COA meeting moved to June 12<sup>th</sup> at 12noon, Pennino Building, Rm 200/206. Send notification of date change to the COA commissioners.

### **Adjournment**

Cathy C. motioned that the meeting be adjourned, Joanne seconded it. The meeting was adjourned at 2:23 p.m.

DocuSigned by:  
*Joanne Collins*  
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03/08/2024 | 14:23:24 EST

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Joanne Collins, COA Secretary

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Date

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*Catherine Cole*  
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03/12/2024 | 10:10:03 EDT

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Cathy Cole, COA Chair

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Date