

FAIRFAX AREA LONG TERM CARE COORDINATING COUNCIL (LTCCC)

MEETING INFORMATION:

Committee Name:	COVID-19 Impact & Response Committee
Meeting Location:	Held Virtually, due to the COVID-19 Pandemic
Date & Time:	Tuesday, November 10, 2020, 4:00 p. m.
Note Taker:	Tina Ciambuschini and Patricia Rohrer

ATTENDEES:

Carolyn Cukierman, Committee Chair; Christine Amorosi, Doug Bernie, Orlene Grant, Allegra Joffe Fahringer, Anita Light, Steve Morrison, Patricia Rohrer, Chuck Thornton and Diane Watson.

AGENDA ITEMS ADDRESSED:

Agenda Item	Discussion	Outcome/Action Steps
Call to Order	The meeting was called to order at 4:05 p.m. by Carolyn Cukierman, Committee Chair.	
Motions to Proceed with Electronic Meeting	<p>The COVID-19 Impact and Response Committee of the LTCCC conducted a wholly electronic meeting because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The meeting was held via video and audio using Zoom for computer access and a toll-free telephone number for access via telephone.</p> <p>To assure public access, Carolyn (Committee Chair) asked committee members to state their names and where they were joining the meeting from. The Committee Chairman passed the virtual gavel to Assistant Committee Chair, Christine Amorosi. The Chairman moved that each member's voice was adequately heard by each other committee member, and specifically that each voice was clear, audible, and at an appropriate volume for all other members. The motion was seconded by Chuck Thornton</p> <p>Next the Chairman moved that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for this committee to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, Freedom of Information Act (FOIA's) usual procedures, which require the physical assembly of the COVID-19 Impact and Response Committee of the LTCCC and the physical presence of the public, cannot be implemented safely or practically. I further move that this committee may conduct this meeting</p>	<p>The motion carried.</p> <p>The motion carried.</p>

	<p>electronically through a dedicated video and audio-conferencing line. The motion was seconded by Steve Morrison</p> <p>Next the Chairman made a motion that it is required that the matters addressed on today’s agenda are statutorily required or necessary to continue operations and the discharge of the LTCCC’s lawful purposes, duties, and responsibilities. The motion was seconded by Doug Bernie</p> <p>The Assistant Committee Chair passed the virtual gavel back to the Committee Chairman.</p>	<p>The motion carried.</p>
<p>Approval of Summary Notes from October 20, 2020 Meeting</p>	<p>The summary notes from October 20, 2020 meeting were reviewed</p>	<p>The summary notes from October 20, 2020 meeting were accepted as written.</p>
<p>Committee Members Reflections</p>	<p>Carolyn complimented everyone on their hard work and said that the committee has a dedicated core team who is doing a great deal of discovery and making great recommendations. Christine Amorosi thought something to consider for the future is the challenges of those with disparities, especially during COVID-19 times. Chuck Thornton mentioned he met with Carolyn about operations and shared documents with Diane and Doug about Relationships. Diane Watson is looking forward to hearing the presentations today and to moving forward. Orlene Grant was happy to move from a two-person to a three-person subcommittee. She feels that committee’s work is substantial and impactful and that she looks forward to how it will be moved this forward and out to the public. Allegra Joffe Fahringer shared that her organization is doing outreach to isolated older adults in the community, including for the upcoming holidays. She is looking forward to sharing later in the agenda what she and Carolyn have been working for equity and equal access. She shared concerns about older adults who receive door-dropped meals on wheels or grocery deliveries and are unable to safely put the items away in their homes. Anita Light mentioned that she attended the Human Services Committee of the City of Fairfax, on which she serves, and that she shared the work of this LTCCC Committee with them. Doug Bernie expressed that the committee’s process is “very through and extremely participatory.” He wondered if there is a way it could be more prioritized, from medium term to longer term and that with the pandemic, we might want to accelerate some items. Carolyn responded that she feels the same sense of urgency and for that reason, proposed some ‘near term’ actions. Steve thanked everyone for their enthusiasm, diligence, and</p>	

	work.	
Proposed Committee Activities: Progress Report to the LTCCC & Near Term Recommendations	Carolyn referenced a draft Progress Report that was distributed to the committee, to be sent to the LTCCC Membership, that provides an update about the progress of the committee’s activities from its inception to now, covering the six meetings held so far and accompanying work. It includes a list of “near-term” suggestions that can be implemented now. A couple of suggestions were offered by committee members to the report and they will be made. A longer progress report was also distributed for use by committee members. Committee members were asked to review the longer report and send any edits, comments or input.	The committee approved the Progress Report document with the edits/suggestions made at this meeting. Patricia will email to the LTCCC membership.
Progress on Action Item – Survey for LTCCC Members	Carolyn thanked committee members for their input for the survey and said that it is ready to be sent to the LTCCC membership. She requested that it be sent by November 12. The committee established December 2 as the due date for survey completion. The results of the survey will be discussed at the December 8 committee meeting.	Patricia to email the survey to the LTCCC membership by November 12 and will send a reminder close to the due date.
Progress on Action Item – County Resources for Older Adults During COVID-19	Carolyn reported that Patricia emailed the document, “County Resources for Older Adults & Adults with Disabilities” chart to the LTCCC members. Patricia added Fairfax County Health Department’s recommendations for a safe holiday season.	
Presentation: Equal Access/Equity	Using the template, Allegra Joffe Fahringer and Carolyn presented a detailed account from the Equal Access/Equity Subcommittee. The full report was distributed to the committee members in advance for their reference. Following the presentation, there was discussion about a communication plan. Ideas suggested included use of Channel 16, neighborhood associations & other associations such as Lion’s Clubs, Rotaries, Community Foundations, faith communities, and neighborhood businesses such as beauty & barber shops. Carolyn said that she and Allegra will develop a Communication Plan and said that others who would like to assist should email Patricia.	Committee members can provide additional feedback to this presentation to Patricia by November 20. Carolyn and Allegra will work on a communication plan. Others interested in assisting will email Patricia. (Orlene Grant volunteered.)
Presentation: Operations Subcommittee	Using the template, Chuck Thornton and Carolyn presented a detailed account from the Operations Subcommittee. The full report was distributed to the committee members in advance for their reference. Their presentation highlighted the management and oversight of programs, services and offerings including robust programs, and having staff and volunteers healthy and engaged. Healthy fiscal situations as well as a healthy physical environment to	Committee members can provide additional feedback to this presentation to Patricia by November 20.

	host customers and provide programs was included. Orlene remarked that this was excellent work.	
Next Steps	Carolyn asked that committee members choose their top three choices from the recommendations from all category subcommittees. Then, determine whether your choices are 1) near-term that can be acted on within weeks or 2) mid-term that requires some planning before rolling out in upcoming months.	Committee members to present their three top choices at the next committee meeting.
Adjournment	Carolyn concluded the meeting by acknowledging committee members who are veterans. The meeting adjourned at 5:30 p.m.	

Next Committee Meeting Date: Tuesday, November 24, 4:00- 5:30 p.m., to be held virtually due to the COVID-19 pandemic

Next LTCCC Meeting: TBD.