

**FAIRFAX AREA LONG TERM CARE COORDINATING COUNCIL (LTCCC)**

**MEETING INFORMATION:**

<b>Committee Name:</b>	<b>COVID-19 Impact &amp; Response Committee</b>
<b>Meeting Location:</b>	Held Virtually, due to the COVID-19 Pandemic
<b>Date &amp; Time:</b>	Tuesday, December 22, 2020, 4:00 p.m.
<b>Note Taker:</b>	Samantha Younts and Patricia Rohrer

**ATTENDEES:**

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

**AGENDA ITEMS ADDRESSED:**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Outcome/Action Steps</b>
<b>Call to Order</b>	The meeting was called to order at 4:02 p.m. by Carolyn Cukierman, Committee Chair.	
<b>Motions to Proceed with Electronic Meeting</b>	<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 Chair passed the virtual gavel to serving Assistant Committee Chair, Chuck Thornton, to conduct confirmation of the following motions. The Chair 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 Doug Birnie.</p> <p>Next, the Chair 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</p>	<p>The motion carried.</p> <p>The motion carried.</p>

	<p>further move that this committee may conduct this meeting electronically through a dedicated video and audio-conferencing line. The motion was seconded by Diane Watson.</p> <p>Next, the Chair 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 Birnie.</p> <p>Chuck Thornton passed the virtual gavel back to the Committee Chair.</p>	The motion carried.
<b>Approval of Summary Notes from December 8, 2020 Meeting</b>	The summary notes from December 8, 2020 meeting were reviewed.	The summary notes from December 8, 2020 meeting were accepted as written.
<b>Check-In: Committee Members' Reflections</b>	Carolyn said that this item would be tabled until the next meeting.	Item tabled until the next meeting.
<b>Review of Committee Direction, Approach, and Scope of Work</b>	Carolyn referenced the Summary of Committee Direction document and reviewed the committee direction, approach and scope of work, and said that today's focus will be on "near-future" work. She said that the Problem Definition and Action Plan Documents, that will be reviewed today, will define the "near-future" work.	
<b>Problem Definition Draft Document Review</b>	Carolyn invited the committee to edit together the draft Problem Definition document that was sent to the committee prior to the meeting. Carolyn reviewed the two problem categories affecting a sub-set of older adults and adults with disabilities as: 1) inequitable communications due to a 'digital divide' and 2) social isolation. Edits and additions were made to the three sections in the document: 1) defining the sub-set, 2) examples of service and support problems for the sub-set, and 3) examples of communication inequities or the sub-set. – see attached updated document. Carolyn said that this document and the Action Plan will become the primary committee documents for near term committee work.	See attached updated Problem Definition document.
<b>Committee Action Plan Draft Document Review</b>	Carolyn guided a discussion to edit the draft Action Plan that was sent to the committee prior to the meeting. Edits and additions were made – see attached document. One of the actionable recommendations was to have questions asked and answered by County Communications Staff. Patricia offered to obtain appropriate key communications staff members to attend the next committee meeting on January 5 for this purpose. Next, Carolyn led the committee to create questions for the communications staff members to address at the next meeting. To keep the action plan items moving forward, Carolyn established a new	<p>See attached revised draft Action Plan with additions made at today's meeting.</p> <p>Committee members who have more questions for the County</p>

	<p>subcommittee to work on developing specific “personal touch” and one-to-one activities. The following committee members volunteered to do this work: Orlene Grant, Allegra Fahringer, Diane Watson and Doug Birnie.</p> <p>.</p>	<p>Communications Team, are to email them to Patricia Rohrer by Wednesday, December 30. She will send an email reminder.</p> <p>New subcommittee to gather “personal touch” activity ideas and email them to Patricia.</p>
<b>Progress Report for January 13 LTCCC Meeting</b>	<p>Carolyn said that she will work on a committee report that she will present at the January 13 LTCCC meeting.</p>	<p>Carolyn to present a Committee Report at the January 13 LTCCC meeting.</p>
<b>Adjournment</b>	<p>The meeting was adjourned at 5:33 p.m. Before adjourning, Nadia Hoonan was introduced as staff from the Department of Family Services, Area Agency Division and has joined the committee.</p>	

**Next Committee Meeting Date:** Tuesday, January 5, 2021, 4:00 - 5:30 p.m., to be held virtually due to the COVID-19 pandemic

**Next LTCCC Meeting:** Wednesday, January 13, 2021, 7:00 – 9:00 p.m., to be held virtually due to the COVID-1