



Fairfax County Human Services Council

Educating ♦ Supporting ♦ Engaging
the Fairfax Community

MEETING AGENDA

August 21, 2023, 7:00 p.m.

Fairfax County Government Center, Room 11

| | |
|---|--|
| Call to Order | Michele Menapace, Chair |
| Approval of July Meeting Minutes | Michele Menapace, Chair |
| Monthly HHS Update | Chris Leonard, Deputy County Executive for HHS |
| FY 2023 Carryover Package | Chris Leonard, Deputy County Executive for HHS |
| <i>Gloss vs. Wheeler</i> Guidance for BACs | Jill Clark, HHS Policy and Planning Manager |
| HSC Member Liaison Roles | Michele Menapace, Chair |
| Chair's Items | Michele Menapace, Chair |
| Member Sharing | HSC Members |
| Adjourn | Michele Menapace, Chair |

Next HSC Meeting: September 18, 2023, 7 p.m.

Fairfax County Human Services Council
Meeting Minutes
July 17, 2023, 7 p.m.

Location: (primary) Fairfax County Government Center, Conference Room 11, Fairfax, VA. Two members participated remotely via Zoom.

A quorum of Human Services Council members was physically assembled at the physical meeting location with nine members present. Steven Bloom and Adwoa Rey were unable to physically attend the meeting and participated virtually.

HSC Members Present: Kevin Bell (At-Large), Steven Bloom (Dranesville) via remote participation, Robert Faherty (Franconia), Christopher Falcon (Mason), Thomas Goodwin (Providence), Michele Menapace (Chair/Franconia), Dr. Gerald V. Poje (Hunter Mill), Adwoa Rey (Mt. Vernon) via remote participation, Alis Wang (Vice Chair/Mason), Dr. Patrice Winter (Braddock), Edward Yost (Sully).

HSC Members Excused: Martin Machowsky (At-Large) and Maria Posey (Braddock).

HSC Members Absent: William Kogler (Springfield), Steven Lam (Springfield), and Paul Thomas (Hunter Mill).

Staff Present: Sarah Allen (Department of Neighborhood and Community Services [NCS]), Jill Clark (NCS), and Viola Coleman (NCS).

Call to Order: Human Services Council Chair Menapace called the meeting to order at 7:06 p.m. To adhere to the adopted remote participation policy, she asked members who were participating remotely to state for the record their location and the reason they were participating remotely.

Approval of the Minutes: The June 26, 2023 meeting minutes were presented for review and approval. Poje moved to approve the minutes and was seconded. The motion carried.

Health and Human Services (HHS) Monthly Update: Sarah Allen, Deputy Director of NCS, provided the monthly update on behalf of Chris Leonard, HHS Deputy County Executive. She reminded the Council of the memo (i.e., NIP) sent to the Board of Supervisors (BOS) on efforts to mitigate Code Red air quality exposure. She reported that the FY 2023 Carryover Package will be released on July 24; HHS related items will be shared at the next Council meeting. Allen also shared that the next BOS Housing Committee meeting will be on August 1 at 9:30 a.m. and encouraged Council members to [watch live](#) or view the recording at the [BOS Committee Meetings Video Archive](#).

Discussion of HHS System Orientation: Allen and Jill Clark, HHS Policy and Planning Manager, presented on the development of a new HHS system orientation, which would be offered to new members of HHS boards, authorities, and commissions (BACs). Clark reviewed the purpose the orientation, presented the curriculum, and then requested feedback from members. Suggestions from members included the creating a short video that could be used for BAC member recruitment, as well as some recommendations about the content and format.

FY 2024 HSC Meeting Planning: Menapace asked for feedback on meeting topics and all-virtual meeting dates. It was decided that the December meeting will be an all-virtual meeting. Suggested topics for future meetings included cross-system initiatives, Opportunity Neighborhoods, impact of climate change on the HHS system, homelessness, and child care.

Election of the 2023-2025 Officers: HSC members were provided an opportunity to make floor nominations. None were received. An election was conducted via ballot vote using the slate of officers that was presented at the June meeting. Clark completed the count of ballots and reported that 11 votes were received for Menapace as chair. For the vice chair position, Wang received six votes and Thomas received five votes. Menace and Wang will serve as the officers for the 2023-2025 term.

Member Sharing: Poje reported that he recently attended an interfaith symposium in the North County area that was well-represented by all faiths.

Falcon advised that the [Child Care Advisory Council](#) is on break for the summer.

Winter announced that she has decided to not seek reappointment to the Council and that it was her last meeting. Bloom announced that he also decided not to seek reappointment and the July meeting will be his last. Menapace acknowledged their significant contributions to the HSC.

Adjournment: Chair Menapace adjourned at 8:50 p.m.

Minutes captured by Coleman.

DRAFT

VFOIA Public Meetings Cheat Sheet

IS IT A MEETING?

- Are 3 or more members attending? [Or, if the BAC only has 3 members, are 2 members attending?] (No = not a public meeting) If yes:
 - Does the purpose of the gathering involve a subject that falls within the body's purview, and is that subject 1) before the public body; or 2) likely to come before the body in the foreseeable future? (Yes = Public Meeting; No = see below)
 - Is it reasonably possible that the gathering could be used to discuss public business even if it was not originally intended for that purpose? [NOTE: such discussion does not have to be by the members of the public body]. (Yes = possible public meeting, need to notice and assess whether minutes must be posted after the gathering; No = not a public meeting)

Virginia Code § 2.2-3701

NOTICE REQUIREMENTS FOR PUBLIC MEETINGS OR POSSIBLE PUBLIC MEETINGS:

- Content: Date, Time, and Location:
- Timing of posting: 3 working days before the meeting
- Posting locations (all of these):
 - County Website; AND
 - Prominent Location (website links to electronic bulletin board in the lobby of the Government Center; OR post to the front door of your office); AND
 - Place a copy in the office of the clerk of the public body; binder at the front desk is sufficient.

Virginia Code § 2.2-3707(D)

AGENDA and MEETING MATERIALS:

- Not legally required to be posted on the County website, but this is an option to satisfy the requirement that they be "made available for public inspection."
- Must be made available in your office at the same time the materials are distributed to the members.

Virginia Code § 2.2-3707(G)

WRITTEN MINUTES REQUIREMENTS:

- Date, time, and location of the meeting;
- Members present and those absent;
- A summary of any discussion on any agenda items (a recording IS NOT a summary);
- A record of votes taken.

- *If the meeting was all-virtual*, the minutes must also state what type of electronic communication was used.
- *If some members participated remotely*, the minutes must also state:
 - The general location of the remote participant;
 - Why the member participated remotely;
 - If the reason for remote participation was for a personal matter, that matter must be stated with specificity; and
 - If a member’s remote participation was not approved, the reason for such disapproval must be stated with specificity.

Virginia Code § 2.2-3707(I); 2.2-3708.3

MINUTES POSTING REQUIREMENTS:

- Minutes must be posted to the public body’s government website within seven working days of approval.
 - “Approval” means whatever process the BAC uses to approve minutes, which may include staff approval.

Virginia Code § 2.2-3707.2

PRACTICAL GUIDANCE:

- BAC staff should continue to post or notify the Clerk to post on the public meetings calendar both formal BAC meetings and less formal events that may be attended by more than two BAC members where the BAC's public business may be discussed.
 - Such events include ribbon cuttings, historical marker dedications, awards ceremonies, and any other event where public business may be discussed.
- BAC staff should also coordinate as needed with the Clerk's Office to ensure the taking and posting of any required minutes once a "meeting" of the Board has occurred.
- If BAC members are at a gathering not intended for public business, more than two members should avoid sitting or standing next to each other.
 - If a political gathering is not noticed and not open to the public, and the BAC's business is discussed, no more than two BAC members should be present for the discussion.
 - If the gathering not intended for public business starts to move in that direction, BAC members should 1) politely decline to further engage: *“I’m sorry, you are getting into matters of public business, and we can’t discuss that here; I encourage you to come to our next meeting;”* or 2) Board members in excess of two should leave the event.

| BAC | Purpose | Meeting Info | HSC Liasion |
|---|--|---|--------------|
| Advisory Social Services Board (ASSB) | The Board monitors the formation and implementation of social welfare programs; meets with the Director of Social Services (in Fairfax County it is the Director of Family Services) at least four times annually for the purpose of making recommendations on policy matters; makes an annual report to the governing body concerning the administration of the public welfare program; and | 3rd Wednesday of the month 7-9 p.m. at the Pennino Building in Room 505 | |
| Affordable Housing Advisory Council | Advises the Board of Supervisors regarding the county's progress on the preservation and new development of affordable housing opportunities. Originally formed in 2005 to provide oversight for the administration of funds in the original "Penny for Affordable Housing Fund," AHAC has been instrumental in establishing important housing initiatives such as the Housing Blueprint and the | Quarterly Next meeting on Sep. 22 9:30-11:30 a.m. at the Government Center | Jerry Poje |
| Child Care Advisory Council | Advises the Board of Supervisors and the Office for Children on programs and policies related to child care. | 2nd Tuesday of the month from September-June 7-9 p.m. at the Government Center | Chris Falcon |
| Commission for Women | Advises the Fairfax County Board of Supervisors on policies and initiatives to promote gender equality, eliminate violence against women, and honor women and girls in Fairfax County. | 2nd Monday of the month 7:15-9:30 p.m. | |

| | | | |
|---|--|---|-------------------------|
| Commission on Aging | <p>Advises the Area Agency on Aging and Board of Supervisors on developing and coordinating community services, policies, programs and actions affecting older adults in the Fairfax area.</p> | <p>3rd Wednesday of the month 1-3 p.m.</p> | |
| Community Action Advisory Board | <p>Advises the Board of Supervisors on the needs, concerns, and aspirations of limited-income persons; and recommends policies that promote meaningful change. Mandated by federal law, the board provides oversight for state and federal Community Services Block Grant (CSBG) funds.</p> | <p>1st Tuesday of the month 7:30-9:30 p.m.</p> | <p>Michele Menapace</p> |
| Community Services | <p>Oversees the establishment and operation of services for people in Fairfax County and the cities of Fairfax and Falls Church who have mental illness, substance use disorders and/or developmental disabilities.</p> | <p>4th Wednesday of the month 5-7 p.m.</p> | |
| Consolidated Community Funding Advisory Committee (CCFAC) | <p>Advises the Board of Supervisors on the development and implementation of the federally required consolidated plan, as well as recommends CCFP priorities based on community and staff assessments of the human services and community development needs within the county. Oversees all aspects of the CCFP policy, priorities, and proposal</p> | <p>2nd Tuesday of the month (does not meeting every month) 7:30-9:30 p.m.</p> | <p>Michele Menapace</p> |

| | | | |
|---|---|---|-------------|
| Disability Services Board | Represents and advocates for people with physical and sensory disabilities. | 2nd Monday of the month 7-9 p.m. (Does not meet every month) | |
| Health Care Advisory Board | Assists the Board of Supervisors in the development of health policy for the county and to advise the Board on health and health-related issues. | 2nd Monday of the month 7:30-9:30 p.m. | |
| Long Term Care Coordinating Council | Identifies needs and promote solutions that enhance the lives of older adults, adults with disabilities and caregivers so all can participate fully in the community. | 2nd Wednesday of every other month 7-9 p.m. | |
| Successful Children and Youth Policy Team | Sets community-wide goals and priorities for public policy as it relates to children, youth and families | First Wednesday of every other month during school year 10 a.m.-12:30 p.m. | Paul Thomas |
| | | | |