Present: Raymond Beverage, Chair and Secretary  
Mary Jo Shufelt, Vice Chair  
Sandra Dawson, Executive Committee Member  
Sarah Henry, Director, Area Agency on Agency

Absent: Len Postman, Executive Committee Member

Visitors: None

1. Meeting called to order at 9:30 a.m.

2. Agenda Review:

   a. Raymond commented most of the Agenda is the same as what was planned for the cancelled January 26th meeting. Item 5-A is the record entry of that cancellation.

   b. Meeting Location Change: The meeting will be held in conjunction with a small celebration of our 40th Anniversary. Sarah is coordinating relocating the meeting from Cedar Run Conference Room to a larger room. Post-Meeting Addendum: Meeting will now be held in Room 107B, First Floor of the Development Services Building.

   b. Guest Speaker: Sarah suggested instead of a presentation on the Supportive Services Division that we stay on previous schedule with:

       • February being a presentation on the Fiscal & Administrative Division;
       • March as planned for Community-Based Services Division;
       • and move Supportive Services Division to April.

She will check with the Division Managers and get back to Raymond. Post-Meeting Addendum: Division presentations will be as suggested per telephone conversation between Sarah and Raymond on February 10th.

   c. Item 5-C: This is for the record who has been nominated for appointment by the Chair/Supervisor and confirmed by full vote of the BOCS. As of this meeting:

       • Nancy West nominated January 12th and confirmed January 19th.
       • Will Bennett and Donald Metzger nominated January 19th; to be confirmed today.
d. Item 5-D Letter of Support for the Agency's Respite Care Grant Application: Sarah has requested a letter from the COA same as we provided for the prior grant in 2010. Sarah reviewed the history and this program is for persons ages 60 and over who have Alzheimer's Disease or related Dementia. Respite Care is under Personal Care for accounting purposes. Application will be to support 25 people; serve 20 persons at a time with the total of 25 in twelve months.

  e. Raymond proposed that for the March meeting, that possibly Courtney Tierney as Chair of Virginia's Alzheimer's Disease & Related Disorders Commission could provide a presentation on Virginia's 2015-2019 Dementia State Plan. This would be similar to four years ago when meeting at the Adult Day Healthcare and we had a presentation on the then newly released National Alzheimer's Disease and Related Dementia Plan. Sarah will check with Courtney. **Post-Meeting Addendum**: Courtney is not available as the State Commission is also meeting on March 22nd. She extended her thanks for the invitation and is open to presenting the State Plan at a later date.

  f. Balance of Agenda accepted without modifications.

3. **Director's Time**:

  a. Sandra asked about the Senior Center Accreditation Meeting scheduled for January 27th and cancelled because of the weather. Sarah will check with Ed Harrison, Community-based Services Division Manager about a new date. Aiming for Wednesday, February 24th as that is when the two Senior Centers are closed, and the Staffs can attend the meeting. Trying to book a location can be difficult as it must be done four weeks out. Need a large room as there were over 40 people interested in attending the meeting.

  b. **COA 40th Anniversary Commendations**: February 9th by the BOCS; February 16th Manassas Park City Council; and February 22nd by Manassas City Council.

  c. **Update of the Older Americans Act Title V Program - Community Service Senior Opportunities** (see Executive Committee Minutes dated January 12, 2016; Paragraph 3i):

     (1) Sarah met with Matt McCorey from National Council on Aging (NCOA) and Mark Fletcher from DARS to work out the details. County Attorney has "green lighted" the Agency being the host site. Sarah provided Mark five to six areas: Dishwasher at Woodbridge Senior Center; Front Desk at Manassas Senior Center; and at the Adult Day Healthcare, Certified Nursing Assistants and an Activities person.

     (2) Sarah related it is exciting to work with DARS. Working with them bridges the role of the Agency as the Aging & Disability Resources Connection. Sarah asked we spread the word about the opportunities to anyone who might be interested.

     (3) NCOA website for greater "Senior Community Service Employment Program" information: [https://www.ncoa.org/economic-security/matureworkers/scsep/](https://www.ncoa.org/economic-security/matureworkers/scsep/)

  d. **Upcoming Events**:
• February 16th, 7:30 p.m. - Acting County Executive Martino presents proposed PWC FY 2017 Budget and Five-Year Plan.

• April 16th - Project Mend-A-House "Spring into Wellness".

• May 17th - "Transitions" Expo by the Chamber of Commerce with the Agency being a sponsor. Expo this year will be held at the GMU Freedom Center. We have had the initial meeting where the Break-Out Session Committees were formed. Freedom Center is offering a free six month membership for those who complete the registration form. Drawing to be held at end of event. Sarah is including this event as one of the events celebrating Older Americans Month.

• May 20th - Older Americans Month Celebration Picnic.

e. Staff Updates:

(1) Dietitian at the Senior Centers: our current Contractor is moving out of the area on February 19th. Sarah has contacted the Contracting Agency for a replacement.

(2) VA Insurance Counseling & Assistance Program (VICAP) position: working our way through the hiring process.

(3) Two openings: Part-time Cook at Manassas Senior Center and Part-time Health Aide at the Adult Day Healthcare.

(4) Senior Center Drivers: now are Full-Time. Goal is they go out to the distant points on the routes, then do close in. Objective is to be fair and consistent in transport. Communicating with the riders is the key as we work out the schedules.

f. Adult Day Healthcare: We are at capacity. Licensed to serve 30 persons a day; only serving 27 a day given Staffing. We have over 30 persons on our rolls. Raymond noted he checked the status of the for-profit Adult Day Healthcare in the City of Manassas, and they were just recently re-licensed by the State. Sarah noted she had heard they have eight clients, which Raymond also had heard.

g. PRTC: Sarah provided copies of the small flyer from PRTC on their Public Hearings. She also has been in contact to with PRTC to have "On-the-Go" Training at Manassas Senior Center. Training includes information on route deviation. Goal for having the training is to have any one who is able, and is eligible for route deviation, to use OmniLink to come to the Center.

h. Senior Center Updates:

(1) Manassas Senior Center has the addition done. Sprinkler System not done as they are in the process of replacing the main water line for the system.

(2) Woodbridge Senior Center: discussing a sidewalk from the lower parking lot to the Center. Issues still there over having a sidewalk and it being a flood plain. There have
been complaints from the Free Clinic at the top of the hill about speeding on Church Hill Drive. County is looking at installing speed tables.

i. **Meals-on-Wheels Warming Station at Gainesville Library**: Sandra asked the status. Sarah related there have been equipment delays. The equipment requires a certain outlet and the Supply Vendor guaranteed in writing the plugs were compatible with outlets at the Library. Equipment arrived; wrong plugs. Vendor will be providing the funding to PWC Public Works to convert the outlets.

4. **Chairperson's Time**:

a. **Commonwealth Council on Aging**: A vacancy for the appointee from the 11\textsuperscript{th} Congressional District area of Prince William County will occur this year. Brenda Kelley-Nelum has completed two terms as of June 30, 2016. If anyone that lives in that District is interested, let Raymond know and he will explain how to complete the State application for the position.

b. **IRS Mileage Rates for 2016**:

   - Deduction for Business: $0.54 per mile.
   - Deduction for Volunteer Activities (which includes trips to Meetings/Aging Activities when there as member of the COA): $0.14 per mile.
   - Deduction for Moving or Medical Travel: $0.19 per mile.

c. **VCU Department of Gerontology** is celebrating their 40\textsuperscript{th} Anniversary this year. Dr. Bill Thomas is bringing his "Age of Destruction" tour to Richmond on April 22\textsuperscript{nd} as part of the Celebration. Dr. Thomas is the one who developed the Green House Model\textsuperscript{®} for Nursing Homes. Information and tickets at: [www.drbillthomas.com](http://www.drbillthomas.com)

d. **City of Manassas Policy on Board/Committee/Commission (BCC) Appointments**:

   (1) The Council approved a policy last night where all Appointees will have standard terms of four years. Terms will begin on July 1\textsuperscript{st} each year.

   (2) Terms are established for all BCCs not governed by State Code or another entity (multi-jurisdictional appointments) which includes Prince William County. Example is the Community Services Board which has State Code appointment requirements and also the CSB is under PWC.

   (3) There will be no limit on the number of terms a person can serve. Procedure is that if interested in continuing after initial appointment, the person can re-apply and be interviewed for consideration for appointment by the City Council Personnel Committee.

   (4) Raymond will be sending a letter to the City Clerk explaining how appointments occur to the COA by all three jurisdictions. We are slightly different from other BCCS because of the nature of the 1977 agreement which formed the multi-jurisdictional COA.
e. **Virginia Housing Trust Fund** (Senate Bill 105, General Assembly 2016 Session) has been carried over to the 2017 Session. The legislation proposes that 20% of the Annual Recordation Tax Revenue is excess of $325 million is to be deposited into the Fund. It is being carried over to allow a study to occur of what the implications are within the proposed transfer of funds.

f. **Center for Medicare & Medicaid Services (CMS):** CMS has released a *Guide to Preventing Readmissions Among Racially & Ethnically Diverse Medicare Beneficiaries*. This is part of the greater CMS *Equity Plan for Improving Quality in Medicare* which the COA got copies of at our meeting on September 22, 2015. Raymond will provide a copy to Sarah via e-mail.

5. **Other Items:**

   a. Sandra stated there was a Housing Board meeting the Thursday after the snow. They had no quorum to start; however, did finally have six members in attendance for a quorum.

   b. PWC Office of Housing & Community Development will be holding two information briefings on the *Prince William Area Consolidated Housing & Community Development Plan for Federal Fiscal Year 2017*. Raymond has received the flyer and will pass along to the COA.

   c. Northern Virginia Housing Expo by AHOME Foundation will be March 19th at Freedom High School. Raymond will have information on the Expo in this month's handouts.

   d. Mary Jo provided a recent article from the Washington Post on how our Governor has proposed closing one State Mental Health Hospital and possibly closing another. Discussion including status of Piedmont Hospital in Burkesville (Geriatric Mental Health). Issue is cost of renovation of old buildings versus new facilities or moving toward Community-Based Services. Link to article: [https://www.washingtonpost.com/opinions/virginias-mental-health-merry-go-round/2015/12/24/3ca4647e-a82f-11e5-9b92-dea7cd4b1a4d_story.html](https://www.washingtonpost.com/opinions/virginias-mental-health-merry-go-round/2015/12/24/3ca4647e-a82f-11e5-9b92-dea7cd4b1a4d_story.html)

6. Meeting adjourned at 11:05 a.m.

* * * Original Signed * * *

__________________________________________ Date: February 9, 2016

Raymond M. Beverage, Secretary