Present: Raymond Beverage, Chair and Secretary
Sandra Dawson, Executive Committee Member
Len Postman, Executive Committee Member
Sarah Henry, Director, Area Agency on Agency

Absent: Mary Jo Shufelt, Vice Chair

Visitors: None

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

2. Agenda Review:

   a. Item 7A- Proposed COA 2017 Meeting Calendar. Same format as last year with
      meetings in Occoquan Conference Room, the two Senior Centers and Birmingham Green.
      No meeting to be scheduled at the Adult Day Healthcare Program next year. Only done
      there every four years.

   b. Item 9C - Northern Virginia Aging Network (NVAN):

      (1) The July 19th meeting is our turn to serve as Chair and provide Guest Speaker.
      Sarah has proposed to have one on expanding regional collaboration across the five
      Northern Virginia jurisdictions. The five Area Agencies on Aging often use the same
      vendors for services or work with same nonprofits.

      (2) The idea also is expansion of PeerPlace®, the automated tool used for
      Counseling, Referral, Information and Assistance (CRIA). The proposed presentation also
      would have someone from Virginia Division for Aging (VDA).

      (3) Generally discussed and concurrence with Sarah's proposal. More details to follow
      as Sarah works with the other AAAs and VDA.

   c. Item 11C - 2017 Legislative Program: Sarah mentioned that Elijah Johnson, AXCO
      for Human Services and Tracy Gordon, PWC Legislative Liaison, are working on a date for
      the Joint PWC Human Services Legislative Meeting.

3. Director's Time:

   a. Agency's Volunteer Appreciation Luncheon had 96 volunteers attend.
b. **Adult Day Healthcare Program Training Event on April 30th:** this was the event for which we used the $1,000 grant from the Alzheimer’s Association as previously mentioned. There were 24 Caregivers who attended with 20 clients receiving respite service.

c. **Upcoming Events:**

   (1) May 5th - Manassas Senior Center Room Dedication will have a "Buzz Video" made along with the Press Release. Link: [http://www.pwcfgov.org/news/pages/Manassas-Senior-Center-Opens-New-Expansion-for-Wellness-Activities.aspx](http://www.pwcfgov.org/news/pages/Manassas-Senior-Center-Opens-New-Expansion-for-Wellness-Activities.aspx)


   (3) May 17th - PWC Older Americans Month Proclamation at 2:00 p.m. Alleen Bagley will accept for us.

   (4) May 20th is the Older Americans Month Celebration Picnic. Sarah will provide Raymond with an e-mail giving the address of Camp Snyder for those who will be driving out to the Picnic.

d. **PeerPlace® expansion locally:** Sarah has spoken with PWC and Manassas Park Department of Social Services, and Manassas City Department of Family Services. PWC and Manassas Park are in agreement and still waiting for City of Manassas. It will be no cost to them for the site license. State goal is to have Adult Protective Services eventually using PeerPlace®, and this is an opportunity to expand it locally. Len noted APS was a major discussion point at the Governor's Conference on Aging Roundtable Session.

e. **Fan Care:** Sarah reviewed the funding for this program is passed through to Project Mend-A-House (PMAH). PMAH has a stockpile of fans from last year. People prefer window air conditioner units to the fans, so unless the State ups the funding allotment for these units, Sarah will suggest back to the State to pass the funding elsewhere where it would be needed. Len suggested possibly contacting ACTS to see if they could use fans.

f. **Senior Center Accreditation Meetings:** Sarah has met with Ed Harrison and, after the Older Americans Month Celebration Picnic, the Staff will meet on the process so far. Sarah will provide updates to the COA, and volunteers will be asked for as needed at this point in time.

g. **Staff Updates:**

   (1) Health Aide at the Adult Day Healthcare Program candidate is being finalized in the hiring process.

   (2) Part-Time Cook has been re-advertised. Reaching out to Temp Agencies.

   (3) Title V Program has two interviews coming up.
4. Chairperson's Time:

   a. Upcoming Items which will have E-mail Announcements forthcoming:

      (1) May 17th - Northern Virginia Aging Network.

      (2) May 21st - Northern Virginia Transportation Authority Interactive Workshop at the Manassas Park Community Center. Purpose is to provide information on TransAction 2040, the long-range transportation plan for Northern Virginia.

      (3) Northern Virginia Senior Olympics will be held September 10th to 21st.

   b. Raymond was reappointed by Manassas City Council on April 25th for a four-year term ending June 30, 2020.

   c. Raymond brought forward proposed Bylaws language changes regarding Local Government Appointees per previous discussions in April.

      (1) Reviewed and edits done. Draft language attached.

      (2) **Action:** None at this time; Information Purposes Only.

      (3) Raymond to bring all proposed changes to the 2012 Edition of our Bylaws to the July Meeting. Reason for July is that is when changes to the Virginia Freedom of Information Act (FOIA) will be known, approved and in effect.

   d. **Rotation of Chair Position:** Sandra raised the point on how the intent of elections every two years is primarily so the Chair position is rotated among the Local Government Appointees. Raymond has held the position since 2009 as no other Appointee stepped forward and has no qualms doing same again. He will be bringing this discussion around in July with the draft Bylaws which will include a review of the various Officer Duties. Raymond noted what the Chair duties in the Bylaws are not to be viewed as what he does across the Region, State or Nationally. He would still do those things, bringing back to the COA information regardless if he was Chair or not. More discussion in July.

5. Other Items:

   a. Sandra attended Supervisor Principi's annual Boards/Commissions/Committees Breakfast. She relayed information about Housing, Care Transitions, Senior Centers, the Libraries, and Veterans Administration Supportive Housing (VASH) Vouchers. Prince William County will be receiving 10 more vouchers out of Northern Virginia bringing our total to 40 VASH Vouchers. Transportation was also mentioned particularly Wheels-to-Wellness.

   b. Invitations had been received by all Officers to the grand opening of the new Assisted Living and Memory Care Facility in Gainesville. The Tribute at Heritage Village event is on May 12th; Business Casual or Black Tie optional.
6. Meeting adjourned at 11:20 a.m.

* * * Original Signed * * *
________________________________
Date: May 10, 2016
Raymond M. Beverage, Secretary

Attachment
Proposed Changes to 2012 Edition of COA Bylaws, Article III
ARTICLE III – MEMBERSHIP

Section 1. Membership Description. The membership of the COA shall be comprised of the Local Government Appointees and those recruited by the COA as Prince William Area Members (PWAM) described in Section 3 below. Fifty percent of the membership will be age 60 and above in accordance with the referenced Code of Federal Regulations and shall be as broadly representative of all lay and professional elements described in Article II, Section 2a above.

Section 2. Local Government Appointees (LGA). The LGA shall consist of ten (10) regular members with vote. The Prince William County Board of Supervisors shall appoint one member representing each Magisterial District and one At-Large member for a total of eight (8). The Cities of Manassas and Manassas Park shall appoint one member each. The three Local Governments' appointment policies in brief:

   a. The County Appointees serve at the "Pleasure of the Board". County Policy is the appointment ends with the term of their Appointer and the LGA from the District or At-Large must reapply for appointment when the new term for their Appointer begins.

      (1) The Board Chair and District Supervisors submit their nominations for approval by the full Board. A County Appointee serves until either submitting their resignation, or their appointment is terminated at the request of their Appointer. There is no term limit.

      (2) The Board of Supervisors is re-elected every four (4) years. A newly elected Supervisor submits their nominations accordingly. A re-elected Supervisor may also, at this time, choose to nominate or re-nominate persons. The incumbent County Appointee continues to serve until officially notified otherwise.

   b. The Manassas City Appointee serves at the "Pleasure of the Council" has a "Term Limit" approved by a majority vote of the City Council. The standard term for appointment is four years. There is no limit to the number of four-year terms an Appointee may serve. The COA Secretary will maintain the dates of the term appointment. (City of Manassas Policy Statement #P-2016-03 approved February 8, 2016).

   c. Manassas Park Appointee serves at the "Pleasure of the Governing Body". City Appointees are not subject to the above County Policy and will comply with the applicable sections of their City Codes.