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 9:35 a.m.  

2. Agenda Review:  

   a. Len related she would not be able to be physically present for the meeting. She  
   would be available to call-in for part of the meeting. Sarah asked her to send her a  
   telephone number that could be called when the meeting starts.  

   b. Item 4 -Guest Speaker/Presentation:  Raymond noted the presentation on the Older  
   Americans Act and Aging Network will be an edited version of the National Association of  
   Area Agencies on Aging's "New Director Boot-Camp". Sarah and Raymond will present  
   and lead discussion.  

   c. Item 7A - COA Officer Positions, Responsibilities & Duties Draft:  

      (1) Changes made in the November Executive Committee Meeting reviewed and  
      discussed. No major edits and the Draft will be provided to the COA. Raymond intends to  
      review during his time so any questions can be answered prior to Nominations & Voting.  

      (2) Sandra suggested the Nominating & Election Section include a Nominating  
      Committee such as in other organizations. Raymond related the COA had one; however in  
      a prior amendment, the Committee was eliminated as we only have ten (10) Local  
      Government Appointees who can serve as Officers. Discussion with agreement to add the  
      Committee back into the Rules for consideration when all updates are reviewed & approved  
      next year.  

      (3) Len mentioned having a Proxy Vote. Discussed. Raymond will review Robert's  
      Rules of Order and any other applicable references and report back.  

   d. Draft COA Rules of Procedures (formerly COA Bylaws):  

   ""
(1) The draft on the Officers is one of several changes needed to update our 2012 Edition. By our procedures, the process would be announce at next week's meeting there will be an update; send out draft; receive comments and review & approve at the January 2017 Meeting.

(2) Sarah will not be at the January 24, 2017 Meeting as she will be in Richmond. She asked if review & approval could wait until the February Meeting. Raymond said yes. He would still send out the full draft on schedule as we have discussed. This allows everyone to have two months to read and make any recommendations.

e. Item 10B - Election of Officers:

(1) Discussion of possible slate. Sandra tendered her candidacy for Chair and Len tendered hers for Vice Chair. Raymond accepted continuing as Secretary. Only position without a Candidate is the fourth one - Executive Committee Member. A call for nomination will be made on Tuesday.

(2) Election Process: Len will be traveling and may not be able to wait until the end of the meeting for the election process. Traditionally, the COA elects and then "passes the gavel" as the last item of business.

(3) Rules of Procedures do not require the election to be held at the end of the meeting; only the transfer of duties. Raymond said he can move the election up to the beginning.

f. Item 11B - Agency Director attending the VA Association of AAAs (V4A) Meeting: Sandra said either Kathy Lee-Meredith or Ed Harrison will be her representative at our meeting. Rosemari Walker will be our Guest Speaker for the Long-Term Care Ombudsman Program.

g. Balance of Agenda accepted.

3. Director's Time:

a. Staff Updates:

(1) Senior Center Cooks: Linda Hamel, the Full-Time Cook at Manassas, is retiring after 20 years on December 31st. Her position will be advertised. The new Part-Time Cook at Woodbridge will be starting in January when the Center reopens. There has been a death in her Family which is delaying her start date.

(2) Full-Time Driver at Manassas Senior Center: a Candidate has been selected.

(3) Full-Time Administrative position in Main Office: Reede Hapner has started and came to us from the PWC Fire & Rescue System.

b. Program Updates:
(1) **Care Coordination for Elderly Virginians Program (CCEVP):**

(a) Sarah provided an update as to the State reduction for Fiscal Year 2017. She has not received any word if there is to be a reduction in State Fiscal Year 2018 (begins July 1, 2017).

(b) This is the Program previously mentioned where focus has shifted to Options Counseling and Supportive Services. Funds were shifted out Personal Care Assistance (PCA) Services to keep Supportive Services “whole”. Those funds can serve 30 to 40 persons in this Program versus only 3 to 4 in PCA. PCA also has a Wait List.

(2) **Veterans Choice:** we have received our first referral from McQuire VA Medical Center in Richmond. Total now is two Veterans from the DC Center, and one from Richmond.

(3) **Holiday Celebrations at the Senior Centers:** Supervisor Principi’s annual event will be Sunday, December 11th with doors open at 1:00 p.m.; dinner served at 2:00 p.m. December 15th will be the Luncheon at Manassas with Supervisor Nohe attending.

(4) **Alzheimer’s Association:** wrapping up our current training series and working with Jane Priest on future programming. There have been about 20 persons attending the current series. Looking at possible daytime classes and possibly weekend program/event. Also looking at Senior Centers as location for sessions to include evening ones.

(5) **Older Americans Month - May 2017:**

(a) Theme is "Age Out Loud". The Administration for Aging (AoA), part of the Administration for Community Living (ACL), has already released the theme descriptor and materials are forthcoming.

(b) The Older Americans Month Celebration Picnic will be on May 12th.

(c) "Transitions" - the annual information expo in partnership with the Prince William Chamber of Commerce - will be May 16th at the GMU Freedom Center.

(6) **PeerPlace®:** Manassas Park Department of Social Services (DSS) has gone "live". Prince William County DSS will be coming on line in January.

(7) **Senior Center Accreditation:** Sarah will be meeting with her Staff this coming Thursday and she hopes to submit it to National Institute of Senior Centers (NISC) after that meeting. Sandra and Len asked if the binders with the materials could be looked at, and Sarah said she will bring them to the next meeting in January. Process is NISC will review the submission, then come for a site visit.

(8) **PWC Senior Staff Changes:** there are two new Assistant County Executives - Chris Price came from Planning and Michele Casciato came from Budgeting. The Library Director Position is still open. Debbie Andrews, Director, Parks & Recreation is retiring.
Veterans Navigator: is the website for information to support Virginia Veterans and their Families. Website: www.veteransnavigator.org It is also part of Virginia Navigator and you can also connect from that webpage. Website: http://www.virginianavigator.org/

4. Chairperson's Time:

a. Federal Fiscal Year 2017: the current Continuing Resolution expires on December 9th and it is expected the Resolution will be continued until March or April. There are 11 budget bills which have not been passed and Health & Human Services (for which ACL and AoA are within) is one of them.

b. Independent Living Programs, VA Department for Aging & Rehabilitative Services (DARS): Rhonda Jetter as been appointed as the Director. She has been the Administrator of the State Independent Living Council for the past 7 years and prior to that, was on the DARS Vocational Rehabilitation Council.

c. CVS and the Tricare Retail Network: CVS, to include the stores located in Target, on December 1st was no longer part of the Network. If prescription is filled there, the Service Member or Dependent may only have a portion of it reimbursed by Tricare. Walgreens, Rite Aide, Safeway and Independent Pharmacies are still with the contractor Express Scripts. Website: www.express-scripts.com/TRICARE/index.shtml

d. Commonwealth Attorney's Office: new website from Attorney General Herring which provides "one stop" site for prevention and education regarding heroin & prescription drug abuse. Website: www.HardestHitVA.com

e. PWC Strategic Plan: December 1st meeting reviewed the draft plan. The Team is planning to have a dry run of their presentation on January 5, 2017, with presentation to the BOCS on January 24th. Website: www.pwcgov.org/government/dept/budget/pages/strategic-plan-detail.aspx

f. PWC Comprehensive Plan Update: the Kick-Off Workshop was on October 13th and the Planning Commission Work Session was on October 19th. Material from both events can be found at www.pwcgov.org/government/dept/planning/pages/comprehensive-plan-update.aspx

g. PRTC Strategic Plan Committee Meeting: was on December 3rd, 8:00 a.m. - 12:00 p.m. in the Powell's Creek Conference Room, McCoart Building. Raymond will provide material from the meeting in the Handout Folder. PRTC’s goal is to have regular meetings of this Community Group. Raymond will send out notices as he receives them.

5. Other Items: None.

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

*** Original Signed ***