Present: Sandra Dawson, Chair  
Len Postman, Vice Chair  
Raymond Beverage, Secretary  
Sarah Henry, Director, Area Agency on Aging

Absent: None.

Visitors: None

1. Meeting called to order at 9:35 a.m.

2. Agenda Review:

   a. Sarah will not be at our Meeting. She will be attending the VA Association of AAAs (V4A) meeting in Richmond on January 23. Ed Harrison will be her representative.

   b. Guest Speaker will be Rosemari Walker, Long-Term Care Ombudsman with a presentation on the Program in the Prince William Area.

   c. Moment of Silence will be added after the Pledge of Allegiance in memory of Donald R. Metzger who passed away on November 3, 2017. Don was appointed to the COA to represent the Gainesville District on April 8, 2017 and served 2 ½ years.

   d. Administrative additions to the Agenda:

      (1) Destruction of the 2014 COA Records will be annotated. Raymond confirmed that Sarah can destroy that year’s records in her possession. He transferred the closed-out 2017 records to her custody at this meeting.

      (2) There will also be the notation of sending the City of Manassas Attendance Record for Raymond Beverage to the City Clerk.

3. Director’s Time:

   a. Staff Updates:

      (1) The Woodbridge Senior Center Part-Time Cook is filled. The Volunteer took the position.
(2) Fiscal & Administrative Division Manager position: reviewing Candidates to schedule interviews.

(3) Virginia Insurance Counseling & Assistance Program (VICAP) Counselor: reviewing Candidates.

(4) Adult Day Healthcare Aide: interviews this week.

(5) Woodbridge Senior Center Admin: interviews this week.

(6) Dietician: Len asked about this position. Sarah is reviewing the contract.

b. Senior Center Projects:

(1) Woodbridge Senior Center: Bathroom flooring done. Carpet not done which was a good thing as pipe burst in the sprinkler system on January 8. Talking with PWC Public Works. Center will be closed. Meals-on-Wheels participants received shelf-stable meals.

(2) Manassas Senior Center also had a pipe break in the sprinkler system. Broke while Staff in Center and the section where the break was has a shut-off valve. Minor damage. Talking with PWC Public Works.

(3) Manassas Senior Center Memory Garden: biggest piece completed.

c. Friday, January 26th is All Staff Training Day.

d. The Falls Prevention Grant “Matter of Balance” has been awarded. Project Mend-A-House will be coordinating the program and has taken the required training. The grant is for three years.

e. The grant related to Chronic Disease and Diabetes Self-Management Education has been completed. Requirement was to train 90 people over two years and we did 90 in the first year. Grant ends in August. There is a bonus award if, when reviewed at DARS, we exceeded the target.

f. Sarah again emphasized, as she did at the December Monthly Meeting, that before information goes out to the general public in the name of the COA, it should be reviewed and approved by the members of the Commission.

4. Chairperson's Time:

a. Discussion of Officer Replacement.

(1) Don Metzger passed away in November and we were informed of his death in December. Article IV, Sections 1a through 1c of our Rules require a Replacement be elected within two (2) regular meetings of the COA.

(2) The COA’s four Officer Positions are: Chair, Vice Chair, Secretary and Executive Committee Member. Raymond reviewed how the name of the last position came to be. It
was originally “Treasurer” in 1976. It changed from that to “Information Support Officer” around 2007 and then to its current name in 2010.

(3) Review and discussion of our procedures contained in the referenced Article above. Item to be placed under Chairperson’s Time.

b. PWC Human Services Boards/Committees/Commissions Meeting with our General Assembly Members on January 3rd.

(1) Sandra was the only COA Member in attendance. She reported Senator Barker was the only elected present. He was there with his Aide, and Senator McPike’s Aide and Delegate Torian’s Aide were also in attendance.

(2) Summary of Senator Barker’s Comments on Legislative Items: Senator Barker extended appreciation for a one-page summary. The funding for No Wrong Door can be supported by all. Housing Trust Fund may encounter a reluctant Legislation to create a stable source. Medicaid Waivers have about 3,000 Priority One for support and most likely will be funded. Expect Medicaid Expansion to “get a lot of traction”.

(3) Virginia Training Centers – Sale of Properties: discussion on how the proceeds of the sales should also include coming to Community-Based Organizations. The Center over on Braddock Road was purchased by Erickson Living. They currently operate Greenspring Retirement Community and plan to use the property to build a similar community.

c. Raymond asked about the January 6th Prince William Delegation Town Hall. Sandra related since there was the meeting on January 3rd, she did not attend the Town Hall and did not ask for others to attend.

5. Other Items: none.

6. Meeting adjourned at 10:45 a.m.

* * * Original Signed * * *

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Date: January 16, 2018
Raymond M. Beverage, Secretary