Present: Sandra Dawson, Chair  
Raymond Beverage, Secretary  
Nancy West, Executive Committee  
Sarah Henry, Director, Area Agency on Agency  

Absent: Len Postman, Vice Chair  

Visitors: None  

1. Meeting called to order at 9:30 a.m. Len is at the Manassas’s Senior Center.  

2. Agenda Review:  
   a. Meeting will be in the Occoquan Conference Room, McCoart Building. Topic: Brainstorming for the 2019 Virginia General Assembly Session. Results of our 2018 Legislative Program reviewed. Raymond to send these results plus the list from the May 2018 Northern Virginia Aging Network (NVAN) Brainstorming Session as a read-ahead. Discussion of ideas or possible items.  
   b. Balance of Agenda reviewed without changes.  

3. Director’s Time:  
   a. Staff Updates:  
      (1) Communication, Referral, Information & Assistance (CRIA) Coordinator: was filled but two weeks later, the employee had to resign for personal reasons. Position reposted.  
      (2) Part-Time Cook at Woodbridge Senior Center: completing final paperwork.  
      (3) Service Support Specialist position in the Main Office: interviews underway with second round of face-to-face interviews.  
      (4) Public Health Nurse: reclassifying as a Recreational/Social Specialist. Broadening scope and proposing to make a full time position. This will be part of the reconciliation action at the September 4th BOCS Session.
b. Program Updates:

(1) September 4th BOCS Session will have the Agency’s Reconciliation which includes the converting of the Public Health Nurse position mentioned above and the Fiscal Year 2019 Area Plan for Aging. There is also a request to ratify the Potomac Health Foundation grant regarding the No Wrong Door (NWS) initiative. Grant will be used to expand the NWD Network which will include revamping the current NWD Council for a more strategic focus.

(2) Working with Independence Empowerment Center on a grant related to Chronic Disease Self-Management Education (CDSME). This grant would bring on a part-time person and focus will be on adults age 50 and over.

(3) Sarah discussed the Wait List Process for Personal Care. Reviewed State policy and our local procedure.

c. Events:

(1) September 11th is BOCS Resolution for Senior Center Month. Len to accept.

(2) September 19th is celebration of the Manassas Senior Center Accreditation.

(2) September 28th is the 35th Anniversary of the Woodbridge Senior Center. Invites forthcoming.

4. Chairperson’s Time:

a. Bob Chase was nominated for appointment to the COA by Supervisor Candland at the BOCS August 7th Session. Board approval is scheduled for September 4th (next BOCS Session)

b. COA Local Government Appointee Roster: Norman has requested his personal address be removed even though already an item of public record. Raymond reviewed history of this Roster and its very formats. Current format in use since 2012. Discussion and noted an address is important for various reasons. Address could be personal or could be replaced with the Agency’s address. Sandra to bring forward for discussion.

5. Other Items: National Medicare Education Week is September 15 to 24.

6. Meeting adjourned at 10:49 a.m.

* * * Original Signed * * *

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Raymond M. Beverage, Secretary

Date: August 14, 2018