Minutes of Regular Meeting  
December 11, 2018  
Occoquan Conference Room, McCoart Building  
1 County Complex Ct., Woodbridge, VA

Present: Cynthia W. Bailey, Brentsville District  
         Len Postman, Coles District; Vice Chair  
         Robert D. Chase, Gainesville District  
         Edna Garr, Neabsco District  
         Lana Tobey, Occoquan District  
         Nancy West, Potomac District  
         Sandra Dawson, Woodbridge District; Chair  
         Raymond Beverage, City of Manassas; Secretary  
         Charlie Montgomery, City of Manassas Park  
         Sarah Henry, Director, Prince William Area Agency on Aging  
         Alleen Bagley, President, Friends of Senior Center at Woodbridge

Absent: Norman Thornton, Representative At-Large

Visitors: Gary West

1. Meeting was called to order at 10:00 a.m. Sandra introduced the two new Local Government Appointees: Cynthia Bailey, Brentsville District and Bob Chase, Gainesville District.

2. Citizens Time: No one spoke.

3. Election of Officers for the Period of January 1, 2019 – December 31, 2020:

   a. Secretary certifies a quorum of seven (7) Local Government Appointees is present.

   b. Nomination Work Group proposed the following Slate of Officers which has been accepted and recorded in the Meeting Minutes dated October 23, 2018:

      Chair: Sandra Dawson – completed one term as Chair  
            Vice Chair: Len Postman  
            Secretary: Raymond Beverage  
            Executive Committee Member: Nancy West
c. Chair called for nominations from the floor. Hearing none, nominations were closed. Motion made by Len Postman with second by Charlie Montgomery to accept the nominations as presented and approve via block voice vote. Unanimous vote.

d. Elected Officers will begin their new term on January 1, 2019.

4. Administrative Items:

a. Review of Administrative Items in the folder. Informational Items will be reviewed under a separate Agenda Item. Administrative Items may include: Agenda, Monthly Meeting Minutes, Executive Committee Minutes, any items Entered for the Record, the COA Roster, and the COA Calendar.

b. Minutes dated October 23, 2018, accepted by uniform agreement.

5. Director's Time:

a. Sarah extended her thanks and offered kudos to the COA for our support and work this past year.

b. Agency Wait Lists as of December 11, 2018:
   • Personal Care – 4
   • Adult Day Healthcare – 23
   • Home Delivered Meals – 12

   (1) Personal Care: Sarah reviewed the Agency Policy regarding cancellation of appointments, terminations and relisting. Example of cost for "no shows" in one month is $2,000.

   (2) Adult Day Healthcare:

      (a) Facility has a limitation because of size to only 30 persons. Optimum for operation is 27. Services provided to persons who are frail and over age 60 although do have younger persons who have Alzheimer’s Disease or a related Dementia. A person may stay anywhere from six months to three years.

      (b) Discussion. Question asked if the closure of the Inova PACE program would have an impact and it is not known at this time. Sandra asked if there were any from the western area of PWC and there is one person. Nancy asked about the younger persons and Sarah, since they are persons with a Dementia, will talk to Jane Priest from the Alzheimer’s Association.

      (3) Meals on Wheels: Woodbridge deliveries have been impacted by loss of drivers. Drivers choose not to have the background checks. Sarah noted thirty people are needed for a route to cover one month of deliveries.
c. **Agency Vacancies:**
   - Communication, Referral, Information & Assistance (CRIA) Coordinator: Nancy Richardson has been hired for this position.
   - Wellness & Fitness Coordinator: tentative start date is December 17th.
   - Public Health Nutritionist: tentative offer made; checking references.
   - Chronic Disease Self-Management Education (CDSME) Coordinator: This position is grant funded. Interviews completed on December 5th.

d. **Program Updates:**

   (1) **No Wrong Door Human Services Solution Study:** report to be presented to the BOCS on December 11th. Copy of presentation is in today’s handouts. Sarah will provide a printed copy of the Study for those who would like one.

   (2) **No Wrong Door (NWD) Expansion Grant:** *This is separate from the Study.* This is a State innovation from Department for Aging & Rehabilitative Services (DARS) for expansion of technology. Allison Hammond and Kathy Lee-Meredith are the in-house leads. They will be going to Richmond to see how their NWD Council operates as it is very robust. Referrals of possible entities in the Prince William Area are welcome.

   (3) **New County Format for Logo:** there is a redesign as there are fifteen various logos used across County Agencies. Sarah reviewed the design (copy in the handouts). The Agency is a tri-jurisdictional agency so no PWC Seal. The COA will continue to use its logo on Commission correspondence.

e. **Agency Meetings and Events:**

   (1) **April 4, 2019:** Annual Agency Volunteer Appreciation Event.

   (4) **May 10, 2019:** Older Americans Month Picnic.

6. **Chairperson’s Time:**

   a. **PWC Human Services Boards, Commissions & Committees (BCC) Legislative Meeting:** scheduled for December 14th in Powell’s Creek Conference Room from 8:30 a.m. to 10:30 a.m. with Senator George Barker. Len, Nancy and Ray said they would be attending.

   b. **2019 COA Calendar with Topics:** reviewed and Sandra said if other topics come to mind, do suggest them. Our Guest Speakers for January and February have been confirmed.

   c. **VA General Assembly’s Joint Finance Committee Public Hearing:** discussion with decision for the Secretary to mail our positions to the contacts on the handout.
d. ADA Accessibility: Sandra related the new walkway over the wetlands near Rippon Lodge was completed and said to be ADA compliant. Missing though were no benches for resting which she raised to Supervisor Principi at his BCC Meeting. Two weeks later there were benches installed. If you see an issue, please do raise it to your Supervisor.

e. Survey of Security & Parking around County Government Buildings: this was presented at the Housing Board Meeting. Survey to include accessible parking and accessible access to buildings. Discussion. Regarding ADA issues: Sarah said if it is with regards to a PWC Government Building which is under Title II of the ADA, Public Works takes those complaints. If it is out in the Community which is under Title III, contact PWC Neighborhood Services who do a Site Plan Review if the issue is in Prince William County.


8. Standing & Informational Committee Reports (not all have monthly reports):

   a. Housing Board: Sandra discussed the meeting held at Dawson Beach Transitional Housing Community Center.

   b. Northern Virginia Aging Network (NVAN): Raymond reviewed the November 20th meeting. We are chairing the meeting in July 2019 and the meeting date was set as July 2, 2019. There was a conflict for the regularly scheduled date of the third Tuesday.

   c. Friends of Senior Center at Manassas: Len related there were two Holiday Luncheons held. Bazaar will be on December 14th with a Silent Auction. Holiday Food Boxes being prepared.

   d. Friends of the Senior Center at Woodbridge: Alleen reported on Supervisor Principi’s Annual Holiday Dinner held on December 9th. The Raffle on December 5th was for a Christmas Quilt. The Jewelry Sale went well Also working on our Holiday Food Boxes Alleen related about the Craft Room renovation and had several questions on which Sarah will follow up on.


10. Review of Informational Items in Folder and Commission Members Announcements.

   a. Alleen asked if at the January meeting could there be an update regarding Opioids and also any legislation proposed regarding marijuana legalization. Raymond will have the information available.

   b. Cynthia announced the event this coming Saturday at Youth for Tomorrow.
c. Charlie provided an update on the Manassas Park Community Center Senior Passport. It will be $10 a month for Manassas Park City residents; non-residents is $20 and it is recommended if a person cannot afford it, go to their jurisdiction for help.

d. Nancy reported on Supervisor Caddigan’s Breakfast with her BCC Appointees.

e. Edna reported Supervisor Jenkins is in a rehabilitative facility after his knee surgery. She ask we keep him and his family in our prayers and thoughts.

f. Bob asked about how to have presentation with various groups in the Gainesville District such as at Heritage Hunt. He provided several issues as examples. Sarah noted the COA was aware of the issues over need for transportation. Discussion with Sarah suggesting we revisit this in January.

g. Lana reported on Supervisor Anderson’s Brunch with her BCC Appointees. Westminster at Lake Ridge will be celebrating their 25th Anniversary.

11. Items for the January 22, 2019, Meeting’s Agenda:
   A. Presentation by Northern Virginia Family Service (NVFS)
   B. Agency Services & Programs Report for 07/01/2018 through 12/31/2018

12. Meeting adjourned at 11:47 p.m.

**** ORIGINAL SIGNED *****

January 22, 2018

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Raymond M. Beverage, Secretary

Listing of Handouts in Record Copy (available upon request to the Secretary):
1. Agenda for December 11, 2018

2. Guest Speaker/Presentation: None.

3. Administrative Items:
   - Regular Meeting Minutes dated October 23, 2018
   - Executive Committee Minutes dated December 4, 2018
   - COA Local Government Appointee & Prince William Area Members Roster

4. Director’s Time:
   - Presentation: No Wrong Door Human Services Solution Study; December 11, 2018

5. Chairperson’s Time:
   - Prince William County 2019 Wellbeing Legislative Agenda
     • COA 2019 Budget & Legislative Positions
     • CMS Roadmap To Address the Opioid Epidemic
• “Mental Health Study Commission Makes Recommendations for 2019”; VA Assoc of Counties (VaCO) County Connections dated December 5, 2018

- Commission on Aging Meeting Schedule for 2019 with Topics

- General Assembly Public Hearing Notice: Governor’s Proposed Amendments to the 2018-2020 Biennial State Budget

6. **Informational Items:**

- Greater Prince William Area 2018 Community Health Assessment – Initial Findings (Dec. 2018)

- Extract of U.S. Senate Special Committee on Aging’s Report: “Ensuring Trust: Strengthening State Efforts to Overhaul Guardianship Process and Protect Older Americans”; November 2018

- Joint Center for Housing Studies at Harvard University: “Housing American's Older Adults 2018”

- National Complex Care “Blueprint for Complex Care”; December 2018

- Extract: 2018 Update “Raising the Children of the Opioid Epidemic: Solutions and Support For Grandfamilies”.

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**AGENDA**

Regular Monthly Meeting  December 11, 2018  10:00 a.m. - 12:00 p.m.
Occoquan Conference Room, McCoart Bldg, 1 County Complex Ct., Woodbridge, VA

1. Call to Order  Time Certain:10:00

2. Pledge of Allegiance

3. Citizens Time  10:05

4. Election of Officers

5. Administrative Items  10:15
   A. Review of administrative items folder contents – Secretary
   B. Approval of Meeting Minutes dated October 23, 2018

6. Director’s Time  10:20
   A. Announcements
   B. No Wrong Door Human Services Solution Study
7. Chairperson’s Time
   A. Announcements
   B. PWC Human Services Boards/Commission/Committees (BCC) Update
   C. COA 2019 Meeting Schedule with Topics
   D. VA General Assembly’s Joint Finance Committee Public Hearing

8. Old Business – None.

9. Standing and Informational Committee Reports (not all have monthly reports)
   A. Housing – Sandra Dawson, COA member of the PW Housing Board
   B. Northern VA Aging Network – Raymond Beverage
      Next Meeting: January 15, 2019
   C. Friends of the Senior Center Manassas – Len Postman
   D. Friends of the Senior Center Woodbridge – Alleen Bagley

10. New Business

11. Review of Information Items in Folder & Commission Members Announcements

12. Items for the January 22, 2019 Meeting’s Agenda:
   A. Presentation: Northern Virginia Family Service (NVFS)
   B. Agency Services & Programs Report for 07/01/2018 through 12/31/2018

13. Adjournment