Minutes of Regular Meeting
January 22, 2019
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
Lana Tobey, Occoquan District
Nancy West, Potomac District
Sandra Dawson, Woodbridge District; Chair
Norman Thornton, Representative At-Large
Raymond Beverage, City of Manassas; Secretary
Charlie Montgomery, City of Manassas Park
Edward Harrison, Community-Based Services Division, Manager,
Prince William Area Agency on Aging
Alleen Bagley, President, Friends of Senior Center at Woodbridge
Jodie Houser, RN, Comfort Keepers

Absent: Edna Garr, Neabsco District
Sarah Henry, Director, Prince William Area Agency on Aging

Visitors: Carolyn Gibbons and Kathy Miller, St. Vincent DePaul at All Saints Church

1. Meeting was called to order at 10:00 a.m. with Ed Harrison representing the Agency.
Sarah is in Richmond attending the Virginia Association of AAAs (v4a) meeting.

2. Citizens Time: No one spoke.

3. Guest Speaker/Presentation: Andrea Eck, MOA; Executive Vice President for Programs,
Northern Virginia Family Service (www.nvfs.org).

   a. NVFS began in 1924 in Alexandria delivering “coats and coals” to people in need.
Today serving over 35,000 people a year in 20,000 households across the Northern
Virginia Counties, Cities and Towns. Serving the Greater Prince William Area since the
1970s and, with the merger in 2009 with SERVE, expanded programs in our greater Area.
Today there are 400 employees across NVFS.

   b. Andrea reviewed the Foster Care and Healthy Families (Early Childhood) Programs.
NVFS averages 30 to 40 children in Foster Care. Early Childhood is located at the SERVE
Campus and Georgetown South Community in the City of Manassas, and there are two programs in Woodbridge.

c. Housing & Homeless Services: the Shelter in Manassas has 92 beds for Families and Singles. We average 600 persons a year. The number of persons in the Shelter on an average night include about 40% children. NVFS does not operate Homeless Shelter Services in Fairfax or other jurisdictions. Housing programs across the region include Long-term Housing and HIV/AIDS housing opportunities.

(1) Question: Does NVFS collaborate on these programs? Homeless services are coordinated with the Prince William Continuum of Care (CoC) as this is a HUD (US Department of Housing and Urban Development) mandate. Since 2012, individuals must go through the Coordinated Entry System (CES). Coordination allows for allocation of resources and avoiding duplication of efforts. ► CES Hotline 703 -792-3366 ◄

(2) Question: Are there any issues with the CES? Suggestion is to ask PWC Dept. of Social Services. NVFS view is there is not enough resources.

(3) Question: How can we assist you? Educate about CES and the processes in place.

d. Andrea reviewed the Hunger Resource Center; Mental Health Services; Multicultural Services, and Work Force Development Programs. Locations and funding sources were reviewed for the various programs & services.

e. Sandra asked what is the recent $2.5million grant from Amazon impact on PWC. Andrea emphasized the grant is from the “Day One Fund” (https://www.bezosdayonefund.org/) which is separate from Amazon. The Fund was established by Jefferey & MacKenzie Bezos and is focused on homelessness and also childhood education.

(1) This was an unsolicited grant. Andrea reviewed how she was contacted by the Bezos Commission, which included representatives from the National Alliance to End Homelessness. She was contacted and a request for information was done.

(2) Grant funding focus will be on the Manassas Campus where NVFS homeless programs are operated. The funding distribution from the Fund will be over a four to five-year period; not an immediate infusion. Housing we do now, so initial focus will be on hiring an additional Housing Locator. The S.E.R.V.E Shelter costs $1.3million a year to operate and so will use some funding there.

(3) Charlie asked about Manassas Park and Andrea replied they work with the Manassas Park Dept. of Social Services.

(4) Question: ever had large funding similar to Bezos for investment. NVFS for FY2019 budget is $36million. 65% of funding come from State and Local Governments
grants with balance raised by NVFS. Federal contract is about $9 million for the Early Headstart Programs. We do have bequeathals but no endowments. We maintain a three-month operating reserve.

f. Sandra noted they operate out of Fairfax and are there any plans to move into PWC? Any plans to move out of Manassas into PWC? Andrea replied the NVFS headquarters is in Fairfax and there are representatives from greater Prince William on the Board of Directors. There is a “big vision” for the Manassas Campus. Andrea gave a brief review of the variety of programs NVFS operates across PWC saying “our people are out there”.

g. Question asked as to what programs are available for Seniors? Seniors receive priority for Homeless Services and Housing Programs. Most frequent use has been the Hunger Resource Center. Arlington County funds a Senior Money Management education program for those who reside in the Independent Living Communities.

h. Question asked about Grandparents. NVFS has supported them in the Housing & Homeless programs. Andrea did not have an average number at the time of this meeting.

i. Question asked what metrics are used. Andrea gave examples such as Shelter Length of Stay (LOS) with goal of 30 days or less; percentage who exit to permanent housing (we average about 50%); Healthy Family (birth weight and immunizations); and Early Childhood (number ready for Kindergarten).

j. Additional information can be found in the NVFS Annual Reports and Financial Statements available at https://www.nvfs.org/media-center/annual-reports/.

k. Sandra thanked Andrea who departed our meeting.

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 December 11, 2018, accepted by uniform agreement.

c. Enter for Record:

(1) Attendance Report to City of Manassas on Raymond Beverage, for the period July - December 2018 as required by COA Rules & City Code.

(2) Destruction of COA 2015 Records in accordance with Library of Virginia General Schedule No. 19 (minus Historical Items) to wit:
#010024-Agenda & Supporting Documentation Files
#010030-Board, Commission, Conference & Committee Minutes
(3) Transfer of COA closed-out Calendar Year 2018 Files to the Agency on January 8, 2019.

5. Director's Time:

a. Ed announced the Woodbridge Senior Center was closed because of limited power. Meals-on-Wheels clients will receive the shelf-stable meals.

b. Agency Wait Lists as of January 22, 2019:
   • Personal Care – 0
   • Adult Day Healthcare – 25
   • Home Delivered Meals – 21 (Woodbridge Only)

   Discussion on the Meals Program as it was impacted by loss of volunteer drivers. Yellow Cab delivers frozen meals. Ed is meeting with Staff about drivers and capacity of kitchen (employees and physical size/layout).

c. Agency Vacancies:
   • Wellness & Fitness Coordinator: Cory Cox has been with us now for four weeks. Sandra suggested contacting Karen Smith about the ARC Recreation Program.
   • Public Health Nutritionist: Erica Inghram started two weeks ago.
   • Chronic Disease Self-Management Education (CDSME) Coordinator: offer made with goal to start in February.
   • Health Aide: looking at converting from Part-Time to Full-Time.

d. Program Updates: No Wrong Door (NWD) Expansion Grant: Staff is meeting this week in Richmond with the Staff from Senior Connections (The Capital Area Agency on Aging). They have an established program. Looking to have the first meeting here in February.

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: Sandra commented on the Americans with Disabilities Act (ADA) and Accessible Parking Review. PWC has been conducting this review of the government facilities. No report was available and Sandra noted will wait for Sarah to be able to provide updates.
7. **Old Business:** Raymond provide a quick update on items before the 2019 General Assembly that were raised at our December 11, 2018, meeting. Bills related to Medical Marijuana and decriminalization for marijuana died in Committee. There are three bills related to growing industrial hemp which look like they will be combined in to one bill. Use of THC-A and CBD Oils have a couple bills related to how used and who may legally dispense.

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

   a. **Housing Board:** the Board is meeting this Thursday, January 24th.

   b. **Northern Virginia Aging Network (NVAN):**

      (1) Met on January 15th and one item Raymond asked for input on is provided in the handouts. We have been asked to respond if this COA wants to participate in the new “Stakeholders” Advocacy Group related to the Regional Older Adult Facilities Mental Health Support Team (RAFT). He asked for input by February 8th so it could go before the Executive Committee on February 12th.

      (2) Next NVAN meeting will be on March 19, 2019.

   c. **Friends of Senior Center at Manassas:** Len related the Jewelry Sale is scheduled for February 12 – 14. We have instituted a Monthly Silent Auction. Annual Financial Audit is underway. Working on our Annual Work Plan.

   d. **Friends of the Senior Center at Woodbridge:** Alleen provided an update the Craft Room renovation. Coordinating with Northern Virginia Community College on our Annual Scholarships. Looking to have our Yard Sale in March; a Senior Prom in April; and a Fall Fashion Show.

9. **New Business:** none.

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

    a. Bob reported the Gainesville District Boards/Commissions/Committees meeting was cancelled. Will be rescheduled.

    b. Charlie has been attending Manassas Park Governing Body meetings. Charlie mentioned issues related to City Financials.

11. **Items for the February 26, 2019, Meeting's Agenda:** Presentation by Action in the Community through Service (ACTS) of Prince William

12. Meeting adjourned at 12:00 p.m.

February 26, 2019
Listing of Handouts in Record Copy (available upon request to the Secretary):
1. **Agenda** for January 22, 2019 (also attached below)

2. **Guest Speaker/Presentation:**

3. **Administrative Items:**
   - Regular Meeting Minutes dated December 11, 2018
   - Executive Committee Minutes dated January 8, 2019
   - COA Meeting Schedule for 2019 with Topics
   - COA Local Government Appointee & Prince William Area Members Roster

4. **Director’s Time:**
   - Updates for the Commission on Aging dated January 22, 2019
   - Agency Programs & Services Report for the Period of 07/01/2018 to 12/31/2018

5. **Chairperson’s Time:** None

6. **Informational Items:**
   - 2017 Virginia Opioid Addiction Indicators for Prince William Health District and VA Dept. of Health Northern Region

   - FAIR Health:
     Article: “Anxiety Claim Lines Rose over 200 Percent, FAIR Health Study Show”
     Infographic: "Behavioral Health Trends 2007 – 2017"

   - Center for Health Care Strategies, Inc. Infographic:
     “Addressing Medication Complexity Through Community-Based Strategies”

   - Northern Virginia Aging Network (NVAN) Meeting on January 15, 2019:
     Agenda
     Summary Notes from November 20, 2018
     Regional Older Adult Facilities Mental Health Support Team (RAFT) Request

   - Article: “CBO Suggests Raising Tricare Fees, Cutting Veteran Benefits to Slash Deficit”

   - Centers for Disease Control & Prevention (CDC): “MyMobility Plan”

7. **Upcoming Events:** Information sent out via e-mail. Below incorporated for reference.
   - January 15th through March 7th: Prince William Health District Free Classes about STI & HIV
- January 25th: Health & Welfare Council Meeting at Prince William Chamber of Commerce
- January 26: PWC Parks, Recreation & Tourism's Community Forum
- January 31st: Willow Oaks Assisted Living at Birmingham Green 10th Anniversary Open House
- February 7th: VA Dept of Housing & Community Development Consolidated Action Plan 2019-20 Input Sessions
- February 12th through February 20th: Community Healthcare Coalition of Greater Prince William Community Conversations
- March 30th: 9th Annual Northern Virginia Housing Expo
- April 5th: Special Education Law & Advocacy Conference

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AGENDA

Regular Monthly Meeting     January 22, 2019  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. Guest Speaker/Presentation:
   Andrea Eck, Executive VP for Programs, Northern Virginia Family Service (NVFS)

5. Administrative Items   10:35
   A. Review of administrative items folder contents – Secretary
   B. Approval of Meeting Minutes dated December 11, 2018
   C. Enter for Record:
      (1) Attendance Report to City of Manassas on Raymond Beverage, for the period July - December 2018 as required by COA Rules & City Code
      (2) Destruction of COA 2015 Records in accordance with Library of Virginia General Schedule No. 19 (minus Historical Items) to wit:
      #010024-Agenda & Supporting Documentation Files
      #010030-Board, Commission, Conference & Committee Minutes
      #100893-Correspondence/Subject Files - Chairpersons (COA Exec Committee)
      #100893-Correspondence/Subject Files - Board Members
      (3) Transfer of COA closed-out Calendar Year 2018 Files to the Agency on January 8, 2019

6. Director's Time   10:40
   A. Announcements
   B. Agency Programs & Services Report for Period 07/01/2018 – 12/31/2018

7. Chairperson’s Time   11:00
A. Announcements


9. Standing and Informational Committee Reports (not all have monthly reports) 11:40
   A. Housing – Sandra Dawson, COA member of the PW Housing Board
   B. Northern VA Aging Network – Raymond Beverage
   C. Friends of the Senior Center Manassas – Len Postman
   D. Friends of the Senior Center Woodbridge – Alleen Bagley

10. New Business 11:50

11. Review of Information Items in Folder & Commission Members Announcements 11:55

12. Items for the February 26, 2019 Meeting’s Agenda:
    Presentation: Action in Community Through Service (ACTS) of Prince William

13. Adjournment 12:00