Executive Committee Meeting  
August 9, 2022  
Room 107, Development Services Bldg  
5 County Complex Court, Woodbridge, VA

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

Absent:  Edward “Mickey” Feeley, Committee Member

Visitors:  none

1. Meeting called to order at 10:00 a.m. Notice of Meeting Time Change was announced June 14, 2022.

2. Agenda Review:
   a. Nancy will be out of town on August 23. Sandra will chair the meeting.
   b. Meeting is in the Occoquan Conference Room, McCoart Building with topic: Legislative Brainstorming for the 2023 General Assembly Session. Our 2022 Program was part of the handouts last month.
   c. Item 7 – Old Business: this will be final action on the Change to Rules of Procedures announced last month. Raymond said the notice will be again printed on yellow paper to find easily.
   d. Balance of Agenda accepted without discussion.

3. Director’s Time:
   a. Working with PWC Parks & Recreation to share instructors at each Senior Center. Two in-person instructors a week. Example of program is Zumba which is both in-person & virtual.
   b. Staff Updates:
      (1) Two Part-Time positions – Supportive Services and Communication, Referral, Information & Assistance (CRIA). One position works with Care Transitions – From Hospital to Home. That program is a contract with VAAA Cares.
      (2) Gretchen Pietri has retired. She was the Full Time Accounting Assistant with responsibility for payroll. The current paper process is changing to a new computer process in January 2023. Evaluating this position.
c. Woodbridge Senior Center Master Plan: process is close to the 95% report status and the Agency will be reaching out to community. Sarah suggested maybe having a combined COA and Friends of the Senior Center Woodbridge. Discussion and agreement with the suggestion.

d. Manassas Senior Center: kudos to Barbara Reese, President of the Friends of the Senior Center Manassas for update on the Center at our July 26 meeting. Sarah said the MOU with the Friends will have to be redone with the new President.

e. Bluebird Tour Program: current contract has been extended from August till December. The next contract is out for bid.

f. Staff Reports approved by PWC BOCS on August 2nd: the action on FY2023 was new funding from last year; not funding to be received October 1, 2022 (Federal FY start). Administrative oversight. There will be reconciliation this Fall for the October allocation.

g. COA Vacancies: Sarah has reached out to Supervisor Lawson, Brentsville District, and the Manassas Park’s Human Services Liaison regarding vacancies.

h. Collaborative PWC Human Services Boards/Committees/Commissions Meeting: Sarah followed-up with Mr. Johnson, Acting County Executive. She will also follow-up with the other Human Services Directors.

i. Virtual Center for Active Adults will have a survey this Fall of the participants. Sandra asked if the programs could go on the local cable channels. At issue would be if the other jurisdictions recorded them. Discussion of other Agency Programs and updating videos on them.

j. Dues for the Senior Centers: they are $25 a year and can be waived for persons on Medicaid. Sarah reviewed the dues total about $10,000; designated in the budget by Center; and not identified for a specific expense. Sandra asked if any discussion to raise it. There has been discussion, but would not be this Budget Cycle. Goal is to remember the target population and also keep accessible.

k. Sandra spoke to advertisements she has seen for Meals-on-Wheels provided by other jurisdictions advertised on WMPT (Maryland Public Television). She asked if it was possible to advertise on WETA which is in Arlington. Sarah will check.

4. Chairperson’s Time: Nancy reviewed her discussion with the Director, Westminster at Lake Ridge. Proposed is a meeting of the Executive Committee at the facility. Discussion with suggestion meet there on November 8. This would be a Public Meeting with COA Calendar adjusted. Nancy to speak with the Director and notify the Committee by e-mail.

5. Other Items. Discussion of Officers Elections this December for the period January 1, 2023 through December 31, 2025.

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

* * * Original Signed * * *

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Raymond M. Beverage, Secretary

Date: August 9, 2022

Executive Committee Meeting of July 11, 2022