

**Commonwealth Council on Aging
Best Practices Committee**

BEST PRACTICES COMMITTEE

Virtual Meeting

**March 13, 2023
1:00 pm – 3:00 pm**

MINUTES

This was a virtual meeting held pursuant to and in compliance with § 2.2-3708.3 C of the Code of Virginia.

Members Present: Tresserlyn Kelly, Diana Paguaga, Debbie Preston, and J. Tina Savla

Members Absent: Dr. Cleopatra Kitt,

Staff Present: Charlotte Arbogast

Welcome and Roll Call

Charlotte Arbogast, Staff

DARS staff Charlotte Arbogast welcomed members and shared the meeting instructions. Charlotte Arbogast noted that this is a virtual meeting being held pursuant to and in compliance with § 2.2-3708.3 C of the Code of Virginia. She thanked Tanya Brinkley for her assistance with the Committee this year. Charlotte Arbogast held a roll call of those in attendance and confirmed that a quorum was present for the virtual meeting.

Review/Approve Agenda

Proposed Action: Approve Agenda

Committee Chair

There were no changes to the agenda. The agenda was approved as presented by consensus.

Select/Confirm Best Practices Committee Chair

Proposed Action: Elect Chair

All Members

Charlotte Arbogast reviewed the recent and current makeup of the Committee. She indicated a motion was needed to approve the committee Chair. Debbie Preston volunteered to serve as Chair.

Diana Paguaga made a motion for Debbie Preston to serve as Chair of the Committee. Tresserlyn Kelly seconded the motion. Hearing no other nominations or discussion, a vote was conducted. The motion passed unanimously. Debbie Preston will serve as Chair.

Review/Approve the March 14, 2022 Meeting Minutes

Proposed Action: Approve Minutes (Roll Call Vote)

Committee Chair

Chair Debbie Preston asked members to review the March 14, 2022 minutes and asked if there were any corrections. Hearing no corrections, the minutes were approved as presented by consensus.

Public Comment Period

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Charlotte Arbogast

There were no public comments received.

Overview of the Process

Charlotte Arbogast

Charlotte Arbogast explained the Best Practices Awards process. Dominion Energy once again committed to sponsor the Best Practices Awards. This year, AARP Virginia also committed to sponsoring the Best Practices Awards. The Awards will provide \$5,500 for first place, \$3,500 for second place, and \$2,500 for third place. She noted that these financial awards are helpful for organizations and programs during normal years, but they will be instrumental this year as social services and programs continue dealing with impacts from COVID-19.

The Request for Nominations for the 2023 Best Practices Awards opened on January 27, 2023. DARS staff shared information about the Request for Nominations with the Council and within its network. Council members were also asked to share the Request for Nominations around and with their networks in order to get the word out as much as possible. Nominations were due on March 1, 2023. The Best Practices Committee is meeting today to make award decisions.

Scoring Report

Charlotte Arbogast

Charlotte Arbogast shared the scoring report with the members. She noted the nominations received and the scoring sincerely reflected the needs of older adults during the pandemic. She highlighted the top ranked programs and gave a brief explanation of each.

Working Lunch: Discussion and Determination of Winners

Committee Members

Proposed Action: Vote on Winners (Roll Call Vote)

The Committee held a discussion among the winners on the top 10 programs. Members noted the high quality of the nominations this year and how difficult it was to select the winners.

Members discussed the top three programs and what they liked about them in particular. Tresserlyn Kelly made a motion to approve the first, second and third place awards for the top ranked programs and to approve the next three ranked programs for honorable mentions. Debbie Preston seconded the motion. Hearing no other nominations or discussion, a vote was conducted. The motion passed unanimously.

First Place will go to Mountain Empire Older Citizens, Inc. (MEOC) for its METGo! Program. Second Place will go to Joyful Voices Chorus. Third Place will go to the Virginia Department for the Blind and Visually Impaired (DBVI) for its Live Active, Live Healthy, Live Modern Senior Retreat (“LIVE”) Program.

Honorable Mentions will go to:

- Fairfax Area Agency on Aging for its Caregiver Alert Notifications Program,
- Community Foundation of the New River Valley or its Aging in Community Leadership Team, and

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- Piedmont Senior Resources (PSR) Area Agency on Aging for its Non-Emergency Medical Transportation Program.

Committee members thanked DARS staff, including Charlotte Arbogast, Cecily Slasor and Tanya Brinkley for working behind the scenes on the process.

Looking ahead at next year's awards, members discussed the following items:

- Reminding applicants to consider the use of acronyms and making sure terms and acronyms are well defined.
- Encouraging applicants to focus in on evidence of effectiveness, replicability, and sustainability.
- Collecting W-9 forms as part of the nomination process to assist with distributing funds more easily.
- Members discussed wanting to meet again in September (at the conclusion of the full Council meeting) to discuss the upcoming 2024 Best Practices Awards plans.

Award Ceremonies Discussion

Committee Members

There was discussion about scheduling in-person awards presentations or ceremonies in May for Older Virginians Month. Charlotte Arbogast will speak with Virginia Association of Area Agencies on Aging (V4A) staff about also collaborating on a webinar through the Governor's Conference on Aging Webinar Series to present the award-winning programs.

Meeting Adjournment

Committee Chair

Chair Debbie Preston asked if there were any other comments, questions about the awards. Hearing none, Debbie Preston adjourned the meeting at 2:05 pm.

Meeting Handouts:

1. Proposed Meeting Agenda
2. Draft Meeting Minutes from March 14, 2022
3. 2023 Best Practices dissemination information