

**Commonwealth Council on Aging  
Best Practices Committee**

**BEST PRACTICES COMMITTEE**

**September 27, 2023  
2:00 pm – 3:00 pm**

**Members Present:** Tresserlyn Kelly, Dr. Cleopatra Kitt, Diana Paguaga, Debbie Preston, Dr. Tina Savla, and Carla Hesseltnie, Ex-Officio

**Members Absent:** NONE

**Staff Present:** Charlotte Arbogast

**Welcome and Roll Call**

**Charlotte Arbogast, Staff**

DARS staff Charlotte Arbogast welcomed members and shared the meeting instructions. Charlotte Arbogast held a roll call of those in attendance and confirmed that a quorum was present for the 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.

**Review/Approve the March 13, 2023 Meeting Minutes**

***Proposed Action: Approve Minutes (Roll Call Vote)***

**Committee Chair**

Chair Debbie Preston asked members to review the March 13, 2023 minutes and asked if there were any corrections. Hearing no corrections, the minutes were approved as presented by consensus.

**Public Comment Period**

**Charlotte Arbogast**

There were no public comments received.

**Discussion and Planning for 2024 Awards Cycle**

**All Members**

Charlotte Arbogast explained the Best Practices Awards process, including the steps required along the timeline for securing the funding, preparing for the Request for Nominations, selecting the winners, and wrapping up the season with issuing the awards, hosting ceremonies, and hold a live webinar.

There was consensus to seek funding again from Dominion Energy for \$10,000 for the awards, and from AARP Virginia for \$1,500 for the awards. Staff indicated they would work on that.

The members decided on the following timeline for the 2024 Awards:

- Best Practices Award – Release Request for Nominations: January 10, 2024
- CCOA Meeting: January 17, 2024

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- Deadline for Best Practices Request for Nominations: February 14, 2024
- DARS Compile Submissions for CCOA Committee: February 15-16, 2024
- Best Practices Committee Members Review and Score Nominations (This should be a window of time no less than 1 week.): February 16-26, 2024
- DARS Compiles Scoring Results for the Meeting: By February 29, 2024
- Best Practices Committee Meeting: Review Scores and Select Winners: March 1, 2024  
(Back-Up: March 11, 2024)
- Submit Governor's Proclamation for Older Virginians Month with Best Practices Winners Included: March 15, 2024

The members decided to tweak the 2024 process and forms to:

- Remind applicants to consider the use of acronyms and making sure terms and acronyms are well defined.
- Encourage applicants to focus in on evidence of effectiveness, replicability, and sustainability by revising the language for questions 6 and 7.
- Update the instructions to indicate that previous Honorable Mentions cannot re-submit for future monetary awards.
- Emphasize the need for timely completion of W-9 forms if selected for a monetary award.

**Public Comment Period**

**Charlotte Arbogast**

There were no public comments received.

**Meeting Adjournment**

**Committee Chair**

Chair Debbie Preston asked if there were any other comments or questions about the awards.

Hearing none, Debbie Preston adjourned the meeting at 3:05 pm.

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**Meeting Handouts:**

1. Proposed Meeting Agenda
2. Draft Meeting Minutes from March 13, 2023
3. Draft Timeline
4. 2023 Best Practices Request for Nomination Instructions
5. 2023 Best Practices Request for Nominations Form