

**Commonwealth Council on Aging
Best Practices Committee**

BEST PRACTICES COMMITTEE

**November 4, 2024
2:00 pm – 4:00 pm**

DRAFT MINUTES

Members Present: Tresserlyn Kelly, Dr. Cleopatra Kitt, Paige Wilson, Shannon Arnette, and Dr. Tracey Gendron

Members Absent: NONE

Staff Present: Sara Stowe and Charlotte Arbogast

Welcome and Roll Call

Sara Stowe, Staff

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

Select/Confirm Best Practices Committee Chair

Proposed Action: Elect Committee Chair

Sara Stowe

DARS staff Sara Stowe asked members for nominations or volunteers to serve as the Best Practices Committee Chair. Dr. Cleopatra Kitt suggested since this will be the last year on the Council for the two returning committee members, that a co-chair situation may be beneficial with a returning member and new member serving in the roles. All committee members were in agreement with co-chairs. Tresserlyn Kelly and Dr. Tracey Gendron volunteered to serve as co-chairs. Dr. Cleopatra Kitt made the motion and Paige Wilson seconded and the motion passed unanimously.

Review/Approve Agenda

Proposed Action: Approve Agenda

Committee Co-Chair, Tresserlyn Kelly

Co-Chair Tresserlyn Kelly presented the agenda. There were no changes to the agenda. The agenda was approved as presented by consensus.

Review/Approve the March 1, 2024 Meeting Minutes

Proposed Action: Approve Minutes (Roll Call Vote)

Committee Co-Chair, Tresserlyn Kelly

Co-Chair Tresserlyn Kelly asked members to review the March 1, 2024 minutes and asked if there were any corrections. Hearing no corrections, the minutes were approved as presented by consensus.

Public Comment Period

Sara Stowe

There were no public comments received.

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Discussion and Planning for 2024 Awards Cycle

All Members

Sara Stowe 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.

Sara Stowe shared the timeline for the Best Practices Awards. Members requested to see the scoring template, which was shared, and Charlotte Arbogast provided insight into the scoring sheet calculations.

Dr. Tracey Gendron inquired about the definition of “best practices,” and how the Council defines “best practices.” Dr. Cleopatra Kitt and Tresserlyn Kelly referenced the criteria outlined in the *Best Practices Awards Request for Nominations Instructions*. Dr. Tracey Gendron mentioned that in the future we could ask nominees for additional outcomes and measures to more closely align with “best practices.” Dr. Cleopatra Kitt recognized that the Council uses the outlined criteria which may not align directly with the academic definition of “best practices.” Some of the past winners may not have had specific data available as to the impact of their program, but the impact of their programs was more qualitative or innovating/cutting-edge. The Committee decided at this time, to make no changes to either the name “best practices” or the criteria.

Dr. Tracey Gendron also brought up the possibility of utilizing funding from Virginia Center on Aging’s Geriatric Training and Education to help strengthen the Best Practices Awards or to serve as an extension of the Best Practices Awards. This funding could be used to invest in providing more measurable goals and outcomes or provide priority funding to Best Practices awardees. With the tight timeline for this year’s Best Practices Awards, the Committee decided to table this until next year.

Paige Wilson asked about the nomination process for an organization who may not have enough information to complete the nomination form. Charlotte Arbogast shared that it has not been an issue in the past.

Sara Stowe circled back to funding. The Committee decided to move forward with requesting funding from AARP and Dominion Energy. Dr. Tracey Gendron and Paige Wilson asked about additional sources, and both offered to reach out to Genworth for additional funding. With the addition of the Virginia Center on Aging staff to the Committee this year, additional marketing will be shared about the awards through the Age in Action newsletter and VCoA’s email listserv.

Sara Stowe asked for a motion for approval of the timeline, nomination form and instructions with the addition of adding in language about the scoring and nomination being subject to the Freedom of Information Act (FOIA) and a statement that the Council solicits and has discretion in awarding programs that represent a variety of geographic areas, topics, and models. Tresserlyn Kelly makes a motion to approve the documents and Paige Wilson second. Upon a vote, the motion was passed unanimously.

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Lastly, the Committee set the next meeting date to review submissions and scoring. The Committee decided on Wednesday, March 5th at 10:00 am. This will be an in-person meeting. Dr. Tracey Gendron made the motion for approval of the meeting date and time, and Dr. Cleopatra Kitt seconded. Upon a vote, the motion was passed unanimously.

Public Comment Period

Sara Stowe

There were no public comments received.

Meeting Adjournment

Committee Chair

Co-Chair, Tresserlyn Kelly asked if there were any other comments or questions about the awards. Hearing none, Tresserlyn adjourned the meeting at 3:16 pm.

Meeting Handouts:

1. Proposed Meeting Agenda
2. Draft Meeting Minutes from March 1, 2024
3. Draft 2025 Process Timeline
4. 2024 Best Practices Request for Nomination Instructions
5. 2024 Best Practices Request for Nominations Form