

RESOLUTION NO. 588

WHEREAS, The Advisory Commission on Aging (formerly known as Senior Citizens Advisory Board) was created by Council Resolution No. 62 adopted September 27, 1971; and

WHEREAS, the name of the Advisory Commission on Aging was changed to the Commission on Aging and Council Resolution No. 62 was amplified by Council Resolution No. 443 adopted November 25, 1975; and

WHEREAS, numerous public and private agencies planning for and implementing services to the elderly have expressed a need for a body authorized to receive and distribute information, and to promote cooperative overall planning and evaluation of services; and

WHEREAS, prior to its dissolution, the Northern Virginia Area Agency on Aging emphasized local planning and looked to local Commissions on Aging for proposals for the use of Older Americans Act and other federal funds; and

WHEREAS, an Area Agency on Aging has been established for the City of Alexandria to administer Federal and State funds for programs authorized under authority of the Older Americans Act of 1965, as amended (42 U.S. Code 3001, et seq.); and

WHEREAS, The Commission on Aging now has the advantage of staff support from the Alexandria Office on Aging;

WHEREAS, The Commission on Aging has the primary function of promoting cooperation and information flow among city staff, public and private agency staff, volunteers and the Alexandria Office on Aging for the purpose of identifying needs of the elderly, developing overall planning to meet those needs, and evaluation of service delivery plans as implemented; and

WHEREAS, this resolution further amplifies but in no way conflicts with Resolutions No. 62 and No. 443 as they concern Council's charge to the Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALEXANDRIA, VIRGINIA that:

1. The Commission on Aging is the Advisory Council of the Alexandria Office on Aging in conformance with 45 Code of Federal Regulations 903.66 (b) (13).
2. The Commission on Aging shall be charged to participate in and contribute to the development of an Annual Plan for the Delivery of Services to Senior Citizens. The ACA shall submit along with the City Manager's annual request for action a report with the approval of the whole commission. This report may contain a minority as well as the majority opinion of the Annual Plan for the Delivery of Services.
3. The Commission on Aging shall be charged to review and recommend proposals and plans for the use of resources for the delivery of services to Senior Citizens by the following:
 - a. Area Agency on Aging
 - b. Title VII Nutrition Project
 - c. Department of Recreation and Cultural Activities
 - d. Planning and Community Development Office
 - e. Alexandria Redevelopment and Housing Authority
 - f. Economic Opportunity Commission
 - g. Department of Social Services
 - h. Alexandria Health Department
 - i. Alexandria Mental Health and Retardation Services, Substance Abuse Board
 - j. Senior Citizens Employment and Services
 - k. Retired Senior Volunteer Program
 - l. Private Social Services Agencies and other appropriate groups

4. The Commission on Aging shall be charged to share for review, comment and recommendation with the above mentioned departments and offices the Annual Plan for the Delivery of Services to Senior Citizens. Comments and recommendations received shall be incorporated into the Annual Plan.
5. The Commission on Aging shall participate in evaluating the delivery of services and report on it to Council.
6. The Commission on Aging shall provide the opportunity for citizens and organizations public and private to submit recommendations and requests for endorsement, and to register complaints to ACA at any regularly scheduled meeting of ACA providing that not less than seven (7) days notice has been given to chairperson.
7. The Commission on Aging shall, when appropriate, convene meetings of non-member citizen volunteers and public and private agency staff to study and make recommendations concerning specific needs of the elderly.

The organization and membership of the Commission on Aging shall be as follows:

1. The ACA shall be composed of 16 members whose terms shall be three years each on a staggered basis.
 - a. Nine members shall be citizen at large representatives.
 - b. Seven members shall be ex-officio members representative of the following groups and organizations:
 - one member from CASCO (over 60)
 - one member from the United Way of Alexandria Board of Directors
 - one member representing the Federation of Civic Associations
 - one Title VII Nutrition Project Council Representative (over 60)
 - one member representing the Board of Senior Citizens Employment and Services
 - one member from Ministerial Association
 - one member from ALIVE, Inc.
 - c. Members of the Commission should be over age 60. However, if an individual has unusual qualifications, the fact that such individual is not age 60 or over should not be a barrier to appointment.
 - d. Any vacancy in the ex-officio membership may be filled by at-large membership where failure of Council to appoint is the result of a delay of 60 days, after initial advertising, on the part of the group or organization expected to provide a nominee for the position.
2. In addition the City Manager shall designate five (5) Alexandria citizens to participate with the Commission, each with a term of two (2) years.
3. ACA shall be structured with the following officers and standing committees to serve for one year.
 - a. Officers to be elected by a two-thirds vote of the Commission:
 - Chairperson
 - Vice Chairperson
 - Secretary
4. The Chairperson and the officers shall draw up and present by-laws to the Commission membership for approval no later than 60 days after the approval of the new commission by the City Council. The Chairperson and officers shall present by-laws to the Commission membership that will allow for flexibility and for non-voting service agency staff to participate.
5. The Commission on Aging shall form such standing committees as are appropriate to the carrying out of its work. Members of the Commission, except the Chairperson who is ex-officio on all committees and the Secretary, shall each serve on at least one committee. In addition to Commission members and participants, committee membership shall include representative consumers of elderly services, agency staff members, members of business and professional groups serving the elderly, community leaders, vendors of services to the elderly and interested citizens. Age shall not be a criteria for selection of such representatives.

6. Representation on the Northern Virginia Advisory Commission on Aging or similar regional advisory body:

One representative from Alexandria shall be a member of the commission selected by the commission by a majority vote of those members present at an official meeting and submitted to City Council for approval.

The commission representative shall present reports and summaries of its activities.

The Commission on Aging shall assist in promoting participation by Alexandrians on the Advisory body and its sub-committees.

The commission representative shall collect information from other Alexandrians similarly serving and present such information to the Commission at regular scheduled meetings.

7. The Commission shall submit to Council, as necessary, reports on its activities. Its reports shall include:

Recommendation to accompany City Manager's Report for Council action to to implement the Social Services Delivery Plan.

Summary report of evaluation of the implementation of the Social Services Delivery Plan at the end of first six (6) months of a program year and at the end of a program year.

Written response as requested by Council, concerning docket items that have an effect on the lives and/or the quality of life of the Senior Citizens of Alexandria.

Adopted December 6, 1977

Mrs. Helen Holleman, Clerk of the
City of Alexandria, Virginia