



COMMONWEALTH of VIRGINIA
Department for the Aging

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September 27, 2011

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim Catherman, Director of Administrative Services

DATE: September 27, 2011

SUBJECT: Director and Board Notes

The Area Plan Contract requires AAAs to comply with the Freedom of Information Act, hereafter the "Act". The Act can be found in the *Code of Virginia* beginning with §2.2-3700 et seq. at this link: <http://foiacouncil.dls.virginia.gov/2011Law.pdf>. In its present form the Act is 53 pages and can bit of a challenge to read and interpret. However, there are several aids available. The General Assembly created the Virginia Freedom of Information Advisory Council. Their website has a wealth of information: <http://foiacouncil.dls.virginia.gov/>.

The Act affects AAAs in two significant ways. One pertains to meetings, the other pertains to agency records. Interpreting the Act can be tricky and it is recommended that your agency consult legal counsel for the more difficult concerns.

The [Access to Public Meetings](#) guide is useful for Board meetings. It covers such items as providing adequate notice of the meeting, taking minutes, and how to conduct a closed meeting. The [Access to Public Records](#) guide covers basic items such as what constitutes a public record, how to respond and record exemptions.

Another resource that is useful is The Virginia Coalition for Open Government: <http://www.opengovva.org/>.

If you have questions, please contact me.

The Self-Assessment Survey of Board and Management Operations will be coming next week.



11-221

COMMONWEALTH of VIRGINIA
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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Nancy Roberts, Special Assistant to the Commissioner

DATE: September 27, 2011

SUBJECT: Use of State and Federal Resources for Home-Delivered Meals (RD 193)

The 2011 Appropriation Act required the Secretary of Health and Human Resources to complete a study on the “use of state and federal resources for home-delivered meal services for home-bound individuals” (2011 Acts of the Assembly, Chapter 890, Item 273 H). The Commissioner asked me to let you know that the report is now available on the Legislative Information System at the following link:
<http://leg2.state.va.us/DLS/H&SDocs.NSF/682def7a6a969bf85256ec100529ebd/a52d976c74361c1e85257888005cae5c?OpenDocument>.

If you have questions, or if I can be of assistance, please let me know.