

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS MEETING MINUTES
MEETING HELD AT THE AAAPP CONFERENCE ROOM, 9549 KOGER BLVD,
ST. PETERSBURG FL 33702
AUGUST 15, 2022**

Board Members Present

President, Charlie Robinson
Treasurer, David Alvarez
Vice President, Stuart Strikowsky
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners
Audrey Baria
Judge George Jirotko, 6th Judicial Circuit
Lena Wilfalk
Mai Vu
Robert Hatfield
Julie Hale
Sallie Parks
Barbara Sheen Todd
Virginia Rowell

Board Members Not Present:

Secretary, Anne Corona, (excused)
Harriet Crozier (excused)

Others Present Person:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Kristina Jalazo, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas
Jillian Rose, Director of Outreach, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, ADRC Director, Area Agency on Aging of Pasco-Pinellas
Wendy Arroyo, Human Resources Administrator, Area Agency on Aging of Pasco-Pinellas
Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas
Eric Gerard, City of Largo Commissioner, AAAPP Advisory Council Member
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
April Hill, Trustee Barbara Hall Trust
Nina Berkheiser, Strategic Plan Facilitator, YourNonProfit Advisor
Christine Krohn, Project Director, GCJFCS
Trudi Zayac, Chief Operating Officer, CARES

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday August 15, 2022, at 9549 Koger Blvd, St Petersburg, FL 33702 President Charlie Robinson called the meeting to order at 9:33 a.m.

Agenda Item #2 – Introduction of Audience

President Charlie Robinson invited staff and members of the public to introduce themselves.

Agenda Item #3 – Public Meeting Notice

President Robinson announced the meeting was publicly noticed.

Agenda Item #4 – Roll Call

Ms. Ann Marie Winter, Executive Director called the roll. Ms. Ann Marie Winter, Executive Director called the roll. A quorum of board members was present in person.

Agenda Item #5 – Public Comments for Items on Agenda

None.

Agenda Item #6 – Addendum Item(s) or Any Item Requiring Discussion

None.

Agenda Item #7 – Consent Agenda

President Robinson stated that the items on the Consent Agenda were: Board Meeting Minutes of June 13, 2022; Finance Committee Meeting Minutes of June 2, 2022; AAAPP Unaudited Statements of Financial Position Year to Date: May 31, 2022 and June 30, 2022; AAAPP Unaudited Statements of Revenue and Expenditure Report Year to Date: June 30, 2022; AAAPP Unaudited Statements of Activities and Changes in Net Assets Year to Date: June 30, 2022; Surplus (Deficit) Reports by Planning and Service Area (PSA) for Year to Date: June 30, 2022; Monitoring Report(s) - Community Aging and Retirement Services, Inc. - Annual Programmatic Monitoring Report for the Alzheimer's Disease Initiative, Community Care for the Elderly, and Home Care for the Elderly Programs; Pinellas Opportunity Council, Inc. - Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/LSP Chore Services Program; Community Aging and Retirement Services, Inc. - Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/LSP Chore Services Program; Area Agency on Aging of Pasco Pinellas, Inc. - Annual Programmatic Monitoring Report for the COVA Vaccine Outreach Program; Personal Response Corporation, Inc. - 90 Day Review Monitoring Report for the Older Americans Act Title IIIB/LSP Emergency Alert Response Services; Pasco County Public Transportation – Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/LSP Transportation Services Area Agency on Aging of Pasco Pinellas, Inc. - Annual Programmatic Monitoring Report for the Adult Disability Resource Center Information and Assistance; Referral and Intake; Screening programs; New Vendor(s) -Castle Healthcare, Inc. dba Home Instead – Community Care for the Elderly, Home Care for the Elderly and Alzheimer's Disease Initiative for Skilled Nursing for Pinellas County; Omnipresent Caregivers of Florida LLC - Community Care for the Elderly; Home Care for the Elderly and Alzheimer's Disease Initiative for Homemaking and Companion for Pinellas County; Humane Society of Pinellas County, Inc. - American Rescue Plan for Pet Support Services for Pinellas and Pasco County; Ageless Innovation, LLC – American Rescue Plan for Technology for Pinellas and Pasco County. Ms. Sallie Parks made a motion to approve the Consent Agenda. Judge George Jirotko seconded. None opposed, motion carried.

Agenda Item #8 – Items for Discussion from the Consent Agenda

None.

Agenda Item #9 – Bylaws

President Charlie Robinson presented the Revised AAAPP Bylaws for final review for adoption. The revision of the Bylaws is to allow electronic Board meeting participation as follows:

Section 5. Quorum - *A quorum shall consist of a simple majority of the total voting membership of the Board of Directors. When a quorum is physically present, a majority of those present in person and electronically is set forth in Section 6 below may take action on matters properly present at the meeting. Business shall be transacted only at regular or specially called meetings and shall be duly recorded in the minutes thereof.*

Section 6. Electronic Participation in Meetings - Members of the Board of Directors may participate in a meeting by any means of electronic communication by which all persons participating in the meeting can hear each other at the same time if a quorum is physically present. A director participating in a meeting by electronic means is deemed to be present at the meeting and may participate and vote but does not count for quorum purposes. Nothing in these bylaws shall be construed to limit the Board's authority to hold meetings by any communication method authorized by F.S. 617.0820 or to limit the statutory right of any director participating in a meeting by such electronic communication method to be deemed present for participation and voting purposes.

Ms. Sallie Parks made a motion for the adoption of the Area Agency on Aging of Pasco Pinellas Inc Revised Bylaws. Ms. Lena Wilfalk seconded, none opposed, the motion was carried.

Agenda Item #10 – Proposed Diversity, Equity & Inclusion Statement

President Charlie Robinson reported that the Strategic Planning Steering Committee met on July 25, 2022 to review the proposed 2022-2025 Strategic Plan and determined that it was important to include a Diversity, Equity, and Inclusion Statement (DEI) state that reflects the agency's commitment to a workplace that represents the seniors, caregivers, and adults with disabilities that the Agency serves. The DEI Statement is as follows:

AAAPP's services are available to all eligible individuals in Pasco and Pinellas counties and AAAPP complies with all legally mandated non-discrimination policies. AAAPP strives to provide services through a lens of inclusivity by making sure underserved communities are aware of the services available and providing the requisite assistance in linking eligible individuals to available services. The Board of Directors, Advisory Council and staff will be representative of the seniors, adults with disabilities and caregivers we serve. We welcome the unique perspectives of all persons in our quest to fulfill our mission.

Dr Audrey Baria made a motion that the proposed Diversity, Equity, and Inclusion Statement be included in the proposed Strategic Plan and included on Agency's Website. Commissioner Charlie Justice seconded. None opposed. The motion was carried.

Agenda Item #11 – 2022-2025 AAAPP Strategic Plan

Charlie Robinson, AAAPP Board President reported that the Committee met by Teams Meeting on July 25, 2022 and reviewed the Draft Strategic Plan 2022-2025. The Strategic Plan includes four (4) Goals and four workgroups namely: Funding, Workforce, Marketing and Services each headed by a Board Champion. Chair Charlie Robinson invited comments from each Board Champion. Ms. Nina Berkheiser, Strategic Plan Facilitator gave a brief synopsis of the Plan expectations.

Ms. Virginia Rowell encouraged Board members to continue their involvement in the strategic process.

Dr Audrey Baria made a motion to approve the 2022-2025 AAAPP Strategic Plan. Ms. Sallie Parks seconded. None opposed. The motion was carried.

Agenda Item #12 – Program Planning and Development Committee Meeting Report

Chair, Julie Hale reported that the Committee met by Teams meeting on August 4, 2022 and reviewed the 2023 Continuing Applications for Pinellas and Pasco County Older American Act/Local Service Provider Services Older Americans Act/Local Service Provider Services. Chair Hale informed that AAAPP Staff reviewed continuing applications received by the current Older Americans Act Providers applying for continuing services within Pasco and Pinellas Counties and recommended to the Committee that the attached rates be approved for FY2023. Pending an emerging situation with Pinellas Opportunity Council and further negotiations, their unit rate was removed from consideration. The Committee recommended a motion to approve the proposed continuing application Unit Rates for FY 2023. The Board voted on the motion presented by the Committee. None opposed.

Agenda Item #13 – Rebranding AAAPP

Commissioner Charlie Justice, Marketing Workgroup Champion and Commissioner Eric Gerard presented on the 2022-2025 Strategic Plan Board Goal: Build Public Awareness of AAAPP Strategy 1: Rebrand AAAPP to build public recognition with target audiences. The change of name, logo, graphics, and slogan of the agency are one of the strategies of this Goal. Commissioner Charlie Justice made a motion to seek the consensus of the Board to move forward with the initial stages of the rebranding process. Ms. Sallie Parks seconded. None opposed. The motion was carried.

Agenda Item #14 - A Bequest from Estate of Barbara Hall

The AAAPP received an unrestricted donation in the amount of \$150,000 from the Estate of Barbara Hall Trust. Ms. April Hill, Trustee of Barbara Hall Trust, presented on the Bequest of Ms. Barbara Hall who was born in 1947 worked with Kodak Company but went on to become an airline pilot. Ms. Hill had a brilliant career with Delta Airlines and had the distinction of being their first female pilot. Ms. Hill stated that Ms. Barbara Hall wanted to make an impact in her local community and so gifted 4 charities. The purpose of her charity was for children, for animals, the theatre, and the elderly. Board members thanked Ms. Hill and expressed their appreciation for the gift and advice that led Ms. April Hall to the Agency. For information only, no action necessary.

Agenda Item #15 - President's Report

President Robinson informed that the Executive Committee will be meeting to review the Executive Director's performance evaluation and invited Board members to provide their input via a performance evaluation form. A copy of the form will be made available to Board members to include their feedback. The Executive Committee will also review the Terms of Office of Directors and the Bylaws.

Agenda Item #16 - Executive Directors Report

The Executive Director highlighted on a "AAAPP success story, "The Impact of our work" Mrs. V and her journey in the Statewide Medicaid Managed Care Long Term Care Program Mrs. V first called us in 2019 and was placed on the Statewide Medicaid Managed Care Long Term Care Program (MLTC) waiting list. She is disabled with limited mobility and heart problems. She lives with a loving and supportive husband and son who both organized their lives around her care needs. Mrs. V submitted the application in April 2022. ADRC staff tracked the case through the DCF systems and communicated regularly with Mrs. V to ensure all requested documents were received by DCF. Unfortunately, the life insurance information that was requested by DCF was not submitted to DCF within their required timeframes and Mrs. V's case was denied on the first attempt, which was the end of May 2022. In July 2022, Mrs. V reached back out to ADRC staff after finally receiving the requested life insurance documentation. ADRC staff assisted with reopening the case and Mrs. V's case was approved just a few weeks later. Mrs. V was assigned a Managed Care plan on 8/1/22 to begin in home services. She was so pleased with the ADRC's communication and assistance, she wrote this lovely message: *"I wanted to contact you today to make you aware that there are two women on staff that have made a real difference in my life. They are Jessica Butakov and Debbie Maulorico. Since I started dealing with your agency years ago for both my mother and me, these women have come to my aide and resolved my problems with professionalism and kindness. They have given me direction and were able to answer all my questions.*

The Executive Directors reported on the following: Progress made on Statewide wide system, eCIRTS and its effects on productivity; RFI issued for Investment Management & Advisory Services; Planning is underway for our regional AAA conference, taking place on Amelia Island from September 11-14. Anne Corona will be attending from the AAAPP Board, Nancy Giles from the AAAPP Advisory Council and 8 staff, Executive Director serves as chair of the Publicity & Marketing Committee; Helpline high volume of calls per week, now averaging more than 500, a backlog of 2.5 business days; hiring oof 2 I&R Specialists to replace 2 staff who resigned; Office space lease has been finalized, work on the new space in the Lake Building with expected move in date in September. Working on the 2023 AAAPP budget to be presented to the Board for approval at your September; delivered meals with

Julie Hale in July, thanked to Pasco County Senior Services for organizing other Board members to join me to visit with seniors who we serve in Pinellas and Pasco counties; DOEA will be onsite to monitor AAAPP week of November 14-18; Executive Director serves as the Co-Chair of the ADRC workgroup with Tawnya Martino, our ADRC Director, Chair of the SE4A Florida Conference Marketing & Publicity Committee, a member of the St Pete Food Policy Council, and a Director on the Board of HPH Hospice of Chapters Health Systems. The Executive Director attended 46 meetings (virtually and in person) for the period 6/14/22 to 8/12/22.

Agenda Item #17 – Board Members Comment

Director Sallie Parks enquired about the RFI for the Investment Management & Advisory Services. Plan.

Director Julie Hale presented on her experience of delivering meals with the Executive Director in Pasco County. She encouraged other Board members to participate in this experience.

Director Chris Comstock enquired about a “Gift Acceptance Policy” something to consider as to what the Agency can accept as financial gifts.

Agenda Item #18 – Open Agenda/Public Comments

None.

Agenda Item #19 – Adjourn

There being no other items for discussion the meeting adjourned at 10:47 a.m.

Respectfully Submitted,

Anne Corona, Secretary

Approved if signed

Virginia Joseph
Recording Secretary

Date_____

