

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
RESCHEDULED BOARD OF DIRECTORS MEETING MINUTES
MEETING HELD AT THE AAAPP CONFERENCE ROOM, 9549 KOGER BLVD,
ST. PETERSBURG FL 33702 AND VIA TEAMS
OCTOBER 3, 2022**

Board Members Present In-Person

Secretary, Anne Corona
Barbara Sheen Todd
Audrey Baria

Board Members Present on Teams

Vice President, Stuart Strikowsky
Treasurer, David Alvarez
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners
Chris Comstock
Harriet Crozier
Julie Hale
Lena Wilfalk
Mai Vu
Virginia Rowell

Board Members Not Present:

President, Charlie Robinson (excused)
Judge George Jirotko, 6th Judicial Circuit (excused)
Sallie Parks (excused)

Others Present In-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
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Matt Mckenna, IT Support Specialist, Area Agency on Aging of Pasco-Pinellas

Others Present on Teams:

Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas
Miriam Nixon-Benitez, Chair Advisory Council, Area Agency on Aging of Pasco-Pinellas
Courtney Vandenberg, Executive Aide to Commissioner Charlie Justice

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday October 3, 2022, at 9549 Koger Blvd, St Petersburg, FL 33702 and Via Teams. Vice President Stuart Strikowsky called the meeting to order at 9:31 a.m. The meeting was chaired by Vice President Stuart Strikowsky in the absence of President Charlie Robinson.

Agenda Item #2 – Introduction of Audience

None.

Agenda Item #3 – Public Meeting Notice

Vice President Strikowsky 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 both on Teams and 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

Vice President Strikowsky stated that the items on the Consent Agenda were: Board Meeting Minutes – August 15, 2022; Finance Committee Meeting Minutes – August 4, 2022; AAAPP Unaudited Statements of Financial Position Year to Date July 31, 2022; AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date July 31, 2022; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date July 31, 2022; Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year to Date July 31, 2022; Fiscal Monitoring Report(s): Gulfcoast Legal Services Inc – Annual Fiscal Monitoring Report for FY2021; Community Aging and Retirement Services Inc Annual Fiscal Monitoring Report for FY2021; Gulf Coast Jewish Family and Community Services Inc - Annual Fiscal Monitoring Report for FY2021; Pasco County - Annual Fiscal Monitoring Report for FY2021; Neighborly Care Network - Annual Fiscal Monitoring Report for FY2021; Pinellas Opportunity Council - Annual Fiscal Monitoring Report for FY2021; Alzheimer’s Disease & Related Disorders Association, Inc. - Annual Fiscal Monitoring Report for FY2021; Bay Area Legal Services, Inc - Annual Fiscal Monitoring Report for FY2021; Program Monitoring Reports - Neighborly Care Network, Inc. - Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/Local Service Provider LSP Programs; New Vendor(s) - Tracey’s Loving Care, LLC - Community Care for the Elderly, Home Care for the Elderly and Alzheimer’s Disease Initiative for Homemaking and Companion for Pinellas and Pasco County; Waitlist Report – 09.07.2022. Dr Audrey Baria made a motion to approve the Consent Agenda. Ms. Barbara Sheen Todd seconded. None opposed, motion carried.

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

None.

Agenda Item #9 – Executive Committee Report

President Charlie Robinson reported that the Executive Committee met on September 2, 2022 to discuss the following items:

A. Executive Director’s Evaluation

Per the Agency’s Bylaws, the Executive Committee met and reviewed Ann Marie Winter’s evaluation for September 2021 - August 2022 initiated by President Charlie Robinson. The Committee provided input to the President and took final action to finalize the evaluation at the meeting for information only no action necessary.

B. Executive Director’s Annual Salary

The Executive Committee discussed a raise for the Executive Director effective October 1, 2022. The Committee moved and approved a 3% salary increase and a 5% bonus be paid to Ms. Winter in recognition of her outstanding performance and the additional duties she has undertaken in the absence of a Director, Outreach earlier this year and more recently, the resignation of the HR Administrator.

President Robinson reported that the Committee recommended a motion for the Board to approve the 3% raise and 5% bonus for the Executive Director effective October 1, 2022. Ms. Barbara Sheen Todd made a motion to approve the recommendation. Dr. Audrey Baria seconded. None opposed, the motion was carried.

C. Executive Director's 2023 Goals

The Executive Committee discussed the 2023 Goals for the Executive Director. The goals on which the Executive Director will be evaluated are for 2023 are as follows:

1. *Implement 4 Strategic Plan goals including Workforce Compensation Survey completed; staff pay grades developed
Marketing – Engage Branding consultant to rebrand AAAPP Funding – Develop Development Plan and train board Services – Identify 2 new potential partners for OAA and/or GR services.*
2. *Assist Board Executive Committee to review agency Bylaws and implement new board composition and term limit structure.*
3. *Develop budget to include a new leadership position, Chief Operating Officer, create job description and recruit and train new COO. This will provide the ED with the support needed to allow her to focus on implementing the Strategic Plan.*

For information only, no action necessary.

Agenda Item #10 – Nominating and Membership Committee Report

Chair, Charlie Justice the Nominating and Membership Committee met on September 9, 2022 and reviewed the applications of four (4) board member candidates. Three (3) candidates have been invited to interview for a seat of the Board. There are currently 3 AAAPP Board seats from Pasco County that are vacant. For information only, no action necessary.

Agenda Item #11 – DOEA Funding

Ms. Ann Marie Winter, Executive Director reported that DOEA notified the AAAPP that the following funds have been contracted to the Agency as follows:

- A. MIPPA – September 1, 2022- August 31, 2023 in the amount of \$202,078.
- B. ADRC - July 1, 2022 – June 30, 2023 in the amount of \$1,631,784 an increase in the amount of \$543,928.
- C. CCE – July 1, 022 - June 2023 in the amount of \$8,966,570 an increase in the amount of \$838,130.
- D. ARP – January 1, 2022-December 31, 2022, in the amount of \$5,835,239.97 a decrease in the amount of \$1,937,944.03

Ms. Winter highlighted that there was a decrease in the ARP Funding in the amount of \$1,937,944.03. Dr Audrey Baria made a motion to approve funding. Ms. Barbara Sheen Todd seconded. None opposed, the motion was carried.

Agenda Item #12 – Bonus Policy

Ms. Ann Marie Winter presented a revised Bonus Policy. This policy will allow a onetime bonus to eligible staff based on satisfactory job performance and a retention incentive tool. Ms. Barbara Sheen Todd made a motion to approve the Bonus Policy. Mr. Chris Comstock seconded. None opposed, the motion was carried.

Agenda Item #13 –Bonuses for Staff

Treasurer, David Alvarez, the Finance Committee met on September 8, 2022 to discuss a one-time bonus of \$500 to be paid to all eligible staff before December 31, 2022. The Board has approved the 2022 budget which included a bonus budget line. Staff who have been with the AAAPP since at least March 2022 and have had a satisfactory performance evaluation will be eligible for the bonus.

Dr. Audrey Baria made a motion to approve Bonuses for Staff. Mr. Chris Comstock seconded. None opposed, the motion was carried.

Agenda Item #14 - Area Plan Contract Module for FY2023

Ms. Paula Moore, Chief Financial Officer, presented the contract module for the FY2023 Area Plan. The Plan included the C.I.A Federal Allocation to the Planning and Service Area, C.I.F 1 & 2 Allocations by County and Funding and C. C.I.G Area Wide Funding Summary. There were questions and comments which was addressed by Ms. Paula Moore. There being no other comments nor questions Ms. Lena Wilfalk made a motion to approve the Area Plan Contract Module FY 2023 for submission to DOEA. Dr Audrey Baria seconded. None opposed, the motion was carried.

Agenda Item #15 – Area Agency on Aging of Pasco Pinellas Budget for Fiscal Year 2023

Ms. Paula Moore, Chief Financial Officer presented the Agency Budget for FY2023. The Budget in comparison to the prior year reflects an overall change of 12% Agency Budget by Program and provides for up to 3% increase in salaries and a 9% increase in health insurance. Included were the Budget 2023 Expenses by Program and 2023 Funding by Program. There were comments and questions which were addressed by Ms. Paula Moore and Ms. Ann Winter. Ms. Virginia Rowell made a motion to approve the Agency Budget for Fiscal Year 2023. Ms. Anne Corona seconded. None opposed, the motion was carried.

Agenda Item #16 - 2020 - 2023 Area Plan, CY2023 Updated Goals and Objectives

Mr. Jason Martino, Director of Planning and Ms. Miriam Benitez-Nixon, Chair AAAPP Advisory Council presented on the 2020-2023 Area Plan. Mr. Martino presented a summary of the Updated Area Plan Goals and Objectives including a Summary of Changes. Ms. Nixon reported that the Advisory Council reviewed the Area Plan and unanimously voted the motion to approve the 2020-2023 Area Plan, CY Updated Goals and Objectives. Ms. Nixon-Benitez commended the staff for a task well done. Mr. Chris Comstock made a motion to approve the 2020-2023 Area Plan CY2023 Updated Goals and Objectives for submission to the DOEA. Ms. Anne Corona seconded. None opposed, the motion was carried.

Agenda Item #17 – OAA Chore Services

Ms. Ann Marie Winter, Executive Director reported that Pinellas Opportunity Council (POC) agreed to continue providing Chore Services as a Contracted OAA Chore Service Provider in Pinellas County for the remainder of the 2022 contract period. The POC had also confirmed that they will proceed with their Continued Application, committing to provide Chore Services as an OAA Service Provider in Pinellas County for the 2023 contract period. A Unit Rate of \$51.86 for 2023 OAA Chore Services to be provided by Pinellas Opportunity Council. There were questions on the rate of a unit of service and the unit rate for Pasco County. These were addressed by Ms. Kristina Jalazo and Ms. Paula Moore. Ms. Virginia Rowell made a motion to approve the Unit Rate of \$51.86 for 2023 OAA Chore Services to be provided by Pinellas Opportunity Council. Ms. Barbara Sheen Todd seconded. None opposed, motion was carried.

Agenda Item #18 – Client Scenario

This item was presented at the September 29, 2022 Board of Directors meeting since this agenda item did not require board approval. The meeting was rescheduled to this meeting (10/03/222) due to the lack of a quorum.

Agenda Item #19 – President’s Report

None.

Agenda Item #20 - Executive Director’s Report

The Executive Director reported on the following: Agency’s preparation prior to Hurricane Ian, staff who were affected, assistance to other AAA’s which were affected; volunteers requirements to assist AAA’s affected by Hurricane Ian; DOEA’s ARP decrease in funding; resignation of Human Resources Administrator Wendy Arroyo, have hired an HR Consultant and a full time HR Generalist; approval of Strategic plan workgroups meeting to begin work on their goals and strategies; progress continues to

be made on the new state wide system, eCIRTS, but AAAs continue to have major issues with reporting, billing and data; Grant funding for the COVA program expires on September 30, 2022 and also Vaccine Outreach program at our agency two staff are being laid off; AAAPP is sunsetting the VOCA program effective September 30, 2022; high volume of calls per month- August 2022, had 2485 calls versus in August 2021 when we had 2171 calls, an increase of 314 calls, now able to return calls within the contracted 1 business day; AAAPP released 199 individuals to the Medicaid LTC program and 90 seniors to the state funded revenue programs this month; demolition and rehabbing of the Lake office space is underway with construction scheduled to complete in early October; SE4A conference at Amelia Island was a success with 550 people in attendance; Wendy Arroyo, HR Administrator resignation; retained the services of a HR consulting firm have hired a HR Generalist; demolition and rehabbing of the Lake office space is underway with construction expected to be completed in early October; DOEA will be onsite to monitor our AAAPP the week of November 14-18; the ED served as the Co-Chair of the ADRC workgroup with Tawnya Martino, our ADRC Director, recent 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. For the period 8/16/22 to 9/12/22 the Executive Director attended 28 meetings both in-person and virtual.

Agenda Item #21 – Board Members Comments

Director Corona enquired about training for the Telephone Reassurance Program.

Director Charlie Justice requested that a brief summary be sent to Directors on the DOEA decrease in funding issue so to allow Directors to effectively communicate with the department.

Agenda Item #22 – Open Agenda/Public Comments

None.

Agenda Item #23 – Adjourn

There being no other items for discussion the meeting adjourned at 10:24 a.m.

Respectfully Submitted,

Anne Corona, Secretary

Approved if signed

Virginia Joseph
Recording Secretary

Date _____

