

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS MEETING MINUTES
March 15, 2021**

Board Members Present in Person

Vice President, Charles Robinson, Esq
Audrey Baria
Barbara Sheen Todd
Elithia Stanfield
Judge George Jirotko, 6th Judicial Circuit
Julie Hale
Robert Hatfield
Stuart Strikowsky

Board Members Present Via Zoom Video

President, Camille Hernandez, Mayor City of Dade City, Pasco County
Secretary, Virginia Rowell
Treasurer, Harriet Crozier
Immediate Past President, Chris Comstock
Anne Corona
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Paul McClintock
Sallie Parks

Board Members Not Present:

Linda Lee

Others Present:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Wendy Arroyo, HR Administrator, Area Agency on Aging of Pasco-Pinellas
Stacie Bolen, Director of Outreach, Area Agency on Aging of Pasco-Pinellas
Kristina Jalazo, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Lena Wilfalk
David Alvarez
Commissioner Christina Fitzpatrick

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held Monday March 15, 2021 at 9549 Koger Blvd, Gadsden Bldg, St Petersburg FL 33702. President Camille Hernandez called the meeting to order at 9:31 a.m.

Agenda Item #2 – Introduction of Audience

President Hernandez invited the audience to introduce themselves if they wished to, there were no responses.

Agenda Item #3 – Public Meeting Notice

President Hernandez announced the meeting was publicly noticed.

Agenda Item #4 – Roll Call

Ms. Ann Marie Winter, Executive Director, called the roll. A quorum of board members was present in person and via zoom as per the AAAPP Emergency Bylaws.

Agenda Item #5 – Public Comments for Items on Agenda

None.

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

President Hernandez informed that Director Linda Lee has resigned her position representing Pinellas County.

Agenda Item #7 – Consent Agenda

President Hernandez stated that the items on the Consent Agenda were: Board Meeting Minutes – February 8, 2021; Finance Committee Meeting Minutes – February 4, 2021; Fiscal Monitoring Reports: 1. Best Buy HealthIdba: Critical Signal Technologies Inc. 2019 Annual Review, 2. Gulf Coast Legal Services — 2019 Annual Review. There were no questions nor comments. Ms. Sallie Parks made a motion to approve the Consent Agenda. Mr. Paul McClintock seconded. None opposed, motion carried.

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

None.

Agenda Item #9 – DOEA General Revenue Funding

Ms. Ann Marie Winter informed that the AAAPP has been notified by the Department of Elder Affairs (DOEA) that the following additional General Revenue funding will be allocated to the AAAPP to be expended prior to June 30, 2021:

- a. *Community Care for the Elderly* - \$405,480.
- b. *Alzheimer's Disease Initiative* - \$152,913.90
- c. *Home Care for the Elderly* - \$9,420

Ms. Virginia Rowell made a motion to approve the DOEA General Revenue Funding as stated above. Ms. Anne Corona seconded. None opposed, the motion was carried.

Agenda Item #10 – DOEA Older American Act (OAA) Funding

Ms. Ann Marie Winter, Executive Director reported that the AAAPP has been notified by the Department of Elder Affairs (DOEA) that additional Older American Act funding under the Corona Virus Consolidated Appropriations Act for Nutritional Services in the amount of \$1,031,366 will be allocated to the AAAPP to be expended by September 30, 2022.

Ms. Audrey Baria made a motion to approve the DOEA Older American Act (OAA) Funding in the amount of \$1,031,366. Ms. Sallie Parks seconded. None opposed, the motion was carried.

Agenda Item #11 – Office of Attorney General Funding

Ms. Ann Marie Winter, Executive Director informed that the AAAPP has been notified by the Office of the Attorney General that additional funding will be allocated to the VOCA program in the amount of \$30,669 to be expended by September 30, 2021.

Vice President Charlie Robinson made a motion to approve the Office of Attorney General Funding in the amount of \$30,669. Mr. Paul McClintock seconded. None opposed, the motion was carried.

Agenda Item #12 – AAAPP Statement of Financial Position

Ms. Ann Marie Winter, Executive Director introduced Ms. Paula Moore as the new AAAPP Chief Financial Officer. Ms. Moore previously served as the AAAPP Financial Consultant for the past 5 months and now accepted the position of Chief Financial Officer. Ms. Moore holds a Bachelor’s Degree in Accounting. Ms. Moore has non-profit organization experience and did a great job in assisting the Agency over the past months.

Ms. Moore presented the AAAPP Statement of Financial Position for the month ended January 31, 2021. Ms. Moore informed that the statement has been updated to be more reflective of the audit. There were no questions nor comments. Mr. Paul McClintock made a motion to approve the AAAPP Statement of Financial Position for the month ended January 31, 2021. Ms. Anne Corona seconded. None opposed, the motion was carried.

Agenda Item #13 – AAAPP Statement of Revenue and Expense Budget vs Actual

Ms. Paula Moore, Chief Financial Officer presented the Area Agency on Aging of Pasco-Pinellas Statement of Revenue and Expense - Budget vs Actual for the month ended January 31, 2021.

There were no questions nor comments. Ms. Harriet Crozier made a motion to approve the AAAPP Statement of Revenue and Expense Budget vs Actual for the month ended January 31, 2021. Ms. Sallie Parks seconded. None opposed, the motion was carried.

Agenda Item #14 – AAAPP Statement of Activities and Changes in Net Assets

Ms. Paula Moore, Chief Financial Officer presented the Area Agency on Aging of Pasco-Pinellas Statement of Activities and Changes in Net Assets for the month ended January 31, 2021. Ms. Moore informed that the new financial statement was being presented as per the Finance Committee’s request, which was developed to present a more functional statement of expenses to represent the overall changes in the Agency’s net assets, including providers and vendors.

There were positive comments that the new statement was clear and simple to review. There being no further questions nor comments Mr. Chris Comstock made a motion to approve the AAAPP Statement of Activities and Changes of Net Assets for the month ended January 31, 2021. Ms. Virginia Rowell seconded. None opposed, the motion was carried.

Agenda Item #15 - Area Agency on Aging of Pasco-Pinellas Surplus/Deficit Report

Ms. Paula Moore, Chief Financial Officer presented the Area Agency on Aging of Pasco-Pinellas Surplus/Deficit Report for the month ended January 31, 2021. Ms. Moore reported a Surplus of \$5,993,115. Ms. Ann Marie Winter highlighted that part of this Surplus were the results of the additional funding received. Ms. Winter stated that these funds will also allow more seniors to be taken off the Waitlist. There was a question on what happens when seniors are taken off the waitlist and these funds can no longer continue. This was addressed by Ms. Ann Marie Winter. There being no other questions nor comments, Ms. Harriet Crozier made a motion to approve the Area Agency on Aging of Pasco-Pinellas Surplus/Deficit Report for the month ended January 31, 2021. Ms. Anne Corona seconded. None opposed, the motion was carried.

Agenda Item #16 - AAAPP Annual Report

Ms. Ann Marie Winter, Executive Director presented a virtual format of the Area Agency on Aging of Pasco-Pinellas Inc 2020 Annual Report. Ms. Winter highlighted that the AAAPP provided services to 44,082 seniors in 2020 and 666,994 meals were provided a 100% increase compared to 2019 all due to the Covid-19 pandemic. Ms. Winter informed that the 2020 Annual Report is dedicated to all essential workers at the AAAPP, partners, providers and vendor agencies who continue to work long hours to ensure that seniors and adults with disabilities received the services they needed to stay healthy, safe and independent. The Executive Director informed that a hard copy of the Annual Report will be sent to Directors. For information only, no action necessary.

Agenda Item #17 - Swearing in Ceremony

Judge George Jirotko conducted the swearing in of the Area Agency on Aging of Pasco Pinellas Directors and Officers of the Board. The Directors who were sworn in are as follows: Re-elected Directors -Barbara Sheen Todd, Harriet Crozier, Julie Hale, Robert Hatfield. Ms. Linda Lee was not present.

New Directors – Commissioner Christina Fitzpatrick, David Alvarez, Lena Wilfalk. Board Officers - Charlie Robinson, President, Stuart Strikowsky, Vice President, Anne Corona, Secretary, Camille Hernandez, Treasurer. For information only, no action necessary.

Ms. Linda Lee informed the Executive Director in writing that she will not stand for another term.

Agenda Item #18 – Terms of Office

Ms. Winter congratulated Board members and stated that she was honored to have the support of such distinguished and committed Board members. At that point of the meeting, Ms. Winter invited Mr. Charlie Robinson the newly installed President of AAAPP Board of Directors to chair the meeting.

Ms. Winter presented the updated Area Agency on Aging of Pasco Pinellas Board of Directors Terms of Office. For information only, no action necessary. The revised copy is attached to the minutes.

Agenda Item 19 – Recognition of Outgoing President

President Charlie Robinson gave recognition to outgoing President, Mayor Camille Hernandez. He appreciated that the Agency had the opportunity to benefit from her leadership for two terms, the Board thanked her for the continued work on the Agency's Strategic Plan and her leadership especially in this challenging year of a pandemic. The Board appreciates the people of Dade City for allowing the Agency the opportunity to share and work with Mayor Hernandez.

Mayor Hernandez thanked the Board, Executive Director and staff for their participation, encouragement and support as President. Mayor Hernandez stated that its an honor and pleasure to work with an amazing Board in serving the seniors of the community and she looks forward to continue working with the Agency, the Board and in person for many more years.

Agenda Item #20 – 2021-2022 Board Standing Committee Assignments

President Charlie Robinson announced the members of the Board Standing Committee Assignments for 2021-2022. For information only, no action necessary.

Agenda item #21 - President's Report

President Charlie Robinson stated that he appreciated the years of service of Ms. Elithia Stanfield, Ms. Martha Lenderman, Ms. Linda Lee and he is excited about the newly elected Board members.

Agenda Item #22 – Executive Director Report

The Executive Director recognized outgoing Board member, Ms. Elithia Stanfield for six years of service to the Board of Directors, Chairing of the Advocacy Committee and Board Representative to the 401(k) Investment Committee. The Executive Director stated that she appreciates her and thanked her for the work she has done as a Board member and her support on legislative matters.

The Executive Directors reported on the following: all the AAAs have been asked to complete funding requests for LSP dollars which equals \$1,151,571; Orientation sessions will be held for new Board and Advisory Council members; Paula Moore has been hired as the Agency's new CFO; AAAPP has approved the use of dollars to transport seniors to covid testing and vaccination appointments; the AAAPP Helpline backlog is down from 14 days to 1 business day; the AAAPP has successfully migrated from GSuite to Microsoft 365; AAAPP has engaged Infotect, an IT management services company to provide support to the Agency on IT needs; AAAPP is partnering with Community Tampa Bay to provide training and listening sessions on how to continue to be an inclusive and diverse workplace; AAAPP is partnering with Social Venture Partners – Tampa Bay to help build the capacity for partner agencies.

Agenda Item #23 – Board Members Comments

Judge Jirotko informed that he took his first vaccine shot and encouraged other Board members to get vaccinated.

Ms. Elithia Stanfield congratulated new and returning Board members. Special thanks to the Executive Director and her outstanding staff, the leadership of the Board of Directors, Mayor Camille Hernandez for her leadership on the Strategic Plan, Ms. Virginia Rowell, the Agency for allowing her to participate on the 401(k) Investment Committee and Special thanks to members of the Advocacy Committee and Ms. Barbara Sheen Todd.

Ms. Barbara Sheen Todd and Ms. Virginia Rowell thanked Ms. Stanfield for her outstanding contribution.

Mr. Robert Hatfield expressed special thanks to Ms. Stanfield, he admires and respect her work especially on the Advocacy Committee in keeping committee members on track.

Ms. Sallie Parks stated that she was one who recruited Ms. Stanfield to the Board, and she will be missed and thanked her for her services.

Mr. Comstock wish everyone a Happy St Patrick’s Day. He thanked Ms. Stanfield for her support during his time as President and her service to the Board. Mr. Comstock also thanked Ms. Linda Lee for her services as Board member.

Ms. Anne Corona welcomed new Board members. Thanked Mayor Camille Hernandez for her service as President and Ms. Elithia Stanfield will be missed.

Mayor Camille Hernandez thanked Ms. Stanfield for being a real trooper especially in moving the Strategic Plan forward, wished her the very best in her professional and personal endeavors.

Agenda Item #17 – Open Agenda/Public Comments
None.

Agenda Item #24 – Adjourn

There being no other items for discussion the meeting adjourned at 10:55 a.m.

Respectfully Submitted,

Anne Corona, Secretary

Approved if signed

Virginia Cruz
Recording Secretary

Date _____