

Agenda

9549 Koger Blvd, Suite 100, St. Petersburg, FL 33702 • 727-570-9696 • www.AgingCareFL.org

September 18, 2023
9:30 a.m.

AAAPP BOARD OF DIRECTORS MEETING VIA TEAMS AND IN PERSON

- ◆ **AGENDA ITEM # 1** **CALL TO ORDER**
- ◆ **AGENDA ITEM # 2** **INTRODUCTION OF AUDIENCE**
- ◆ **AGENDA ITEM # 3** **PUBLIC MEETING NOTICE**
- ◆ **AGENDA ITEM # 4** **ROLL CALL**
- ◆ **AGENDA ITEM # 5** **PUBLIC COMMENT FOR ITEMS ON AGENDA**
- ◆ **AGENDA ITEM # 6** **ADDENDUM ITEM (S) OR ANY ITEM REQUIRING DISCUSSION**
- ◆ **AGENDA ITEM # 7** **CONSENT AGENDA**
 - A. Board Meeting Minutes – August 21, 2023.
 - B. Finance Committee Meeting Minutes – August 10, 2023.
 - C. AAAPP Unaudited Statements of Financial Position Year to Date July 31, 2023.
 - D. AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date July 31, 2023.
 - E. AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date July 31, 2023.
 - F. Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date July 31, 2023.
 - G. Program Monitoring Reports
 - 1. Pinellas Opportunity Council – Annual Programmatic Monitoring Report for OAA/LSP Chore Services, Pinellas County
 - H. Waitlist Report
 - The numbers provided for the Waitlist report might not be 100% accurate due to issues related to eCIRTS implementation.
- ◆ **AGENDA ITEM # 8** **ITEM(S) FOR DISCUSSION FROM THE CONSENT AGENDA**

Additional Material: Attached Handouts.

Action Recommended: Motion for Approval.

◆ AGENDA ITEM # 9

EXECUTIVE COMMITTEE REPORT

President Stuart Strikowsky

The Executive Committee met on September 6, 2023 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 2022 - August 2023 initiated by President Stuart Strikowsky. The Committee provided input to the President and took final action to finalize the evaluation at the meeting.

Additional Material: None.

Action Recommended: Information Only, No Action Necessary.

B. Executive Director's Annual Salary

The Executive Committee discussed a raise for the Executive Director effective October 1, 2023. The Committee moved and approved a 3% salary increase and a \$500 bonus be given to Ms. Winter in recognition of her outstanding performance.

Additional Material: None.

Action Recommended: The Committee recommends a motion for the Board to approve the 3% raise and \$500 bonus for the Executive Director effective October 1, 2023.

C. Executive Director's 2024 Goals

The Executive Committee discussed the 2024 Goals for the Executive Director. The goals on which the Executive Director will be evaluated are:

1. Focus on completing Year 1 Strategic Plan goals and strategies and begin implementing Year 2 Strategic Plan goals and strategies.
2. Identify additional funding to address end of ARP funding as of September 2024.
3. Assist Board of Directors to revise AAAPP By Laws in accordance with DOEA Governance contract requirements and develop strategy to identify new Board Members to replace those 5 members who will come off the Board in 2024.

Additional Material: None.

Action Recommended: The Committee recommends a motion to approve the goals on which the Executive Director will be evaluated.

◆ **AGENDA ITEM #10**

DELEGATION OF AUTHORITY

President Stuart Strikowsky

The Executive Committee discussed the Delegation of Authority and revised the order of succession. The Committee made a motion to recommend the revised Delegation of Authority be approved by the AAAPP Board of Directors.

Additional Material:

A. *Delegation of Authority*

B. *AAAPP Leadership*

C. *AAAPP Agency Organizational Chart as of September 8, 2023*

Action Recommended: *Board to Approve the Committee Motion to approve the revised Delegation of Authority.*

◆ **AGENDA ITEM #11**

NOMINATING & MEMBERSHIP COMMITTEE REPORT

Chair, Charlie Justice

The Nominating and Membership Committee met on August 31, 2023 and discussed the new DOEA Governance Requirements. The Committee made a motion to recommend that the AAAPP Board of Directors sign the DOEA Governance Contract before September 30, 2023. The Committee also recommended:

- A. Board Members who are coming off the Board in 2024 will be invited to apply for a seat on the AAAPP Advisory Council.
- B. Board Members will be invited to identify potential board members and invite them to a AAAPP Board Friendraising event to be held before December 31, 2023.
- C. Board Members will be encouraged to identify members of faith-based institutions, academia, hospital administration, finance and elder law attorneys for consideration to the AAAPP Board of Directors.

Additional Material: *None.*

Action Recommended *Board to approve the Committee Motion to sign the DOEA Governance Contract.*

◆ **AGENDA ITEM #12**

DOEA FUNDING

Ann Marie Winter, Executive Director

DOEA has notified the AAAPP that the following funds have been contracted to it:

- A. MIPPA (Medicare Improvements for Patients and Providers Act) funding in the amount of \$184,806.75 to be expended between September 1, 2023 through August 31, 2024.
- B. HCE (Home Care for the Elderly) additional funding in the amount of \$63,594, to be expended between July 1, 2023 and June 30, 2024.
- C. ADRC (Aging & Disability Resource Center) funding in the amount of \$59,832 to be expended between July 1, 2023 and June 30, 2024.

Additional Material: *None*

Action Recommended: *Motion to Approve.*

◆ **AGENDA ITEM #13**

BONUSES FOR AAAPP STAFF

David Alvarez, AAAPP Board Treasurer and Chair of the AAAPP Finance Committee

The Finance Committee met on September 7, 2023 and discussed a request from the Executive Committee that the staff receive a one-time bonus of \$500. The Board has previously approved a bonus line item in the 2023 budget. All staff who are currently employed with AAAPP and are in good standing with a current satisfactory performance evaluation and not in their resignation period will receive a \$500 one-time bonus. Staff employed before April 1, 2023; the bonus will be received in October. Staff employed on or after April 1, 2023 will receive the bonus when they reach their 6th month anniversary with AAAPP. The Staff set aside \$33,000 of AAAPP's unrestricted net assets to provide the bonus. No Department of Elder Affairs funding will be used to pay the bonus.

Additional Material: None

Action Recommended: Motion to Approve.

◆ **AGENDA ITEM #14**

AREA PLAN CONTRACT MODULE FOR FY2024

Ms. Paula Moore, Chief Financial Officer

Staff will present the contract module for the FY2024 Area Plan.

Additional Material:

A. C.I.A Federal Allocation to the Planning and Service Area.

B. C.I.G Area Wide Funding Summary.

C. C.I.F.1 & 2 Allocations by County and Funding.

Action Recommended: Motion to Approve for submission to DOEA.

◆ **AGENDA ITEM #15**

AREA AGENCY ON AGING OF PASCO-PINELLAS AGENCY BUDGET FOR FISCAL YEAR 2024

Ms. Paula Moore, Chief Financial Officer

Staff will present the Agency Budget for FY2024. Budget Comparison to the previous year reflects an overall change of 9% Agency Budget by Program provides for up to 3% increase in salaries, a \$500 bonus for eligible staff and a 10% increase in health insurance.

Additional Material:

A. AAAPP Budget 2024 Expenses by Program.

B. AAAPP Budget 2024 Funding by Program.

Action Recommended: Motion to Approve Agency Budget.

- ◆ **AGENDA ITEM #16** **2024 - 2027 AREA PLAN GOALS AND OBJECTIVES**
Mr. Jason Martino, Director of Planning
Mr. Eric Gerard, Chair AAAPP Advisory Council
Staff and the Advisory Council chair will present a summary of the 2024-2027 Area Plan Goals & Objectives updates covering CY2024 for review and approval prior to submission to the Department of Elder Affairs (DOEA).

Additional Material: *CY2024-2027 Goals & Objectives.*
Action Recommended: *Motion to Approve for submission to DOEA.*

- ◆ **AGENDA ITEM #17** **CLIENT SCENARIO**
Ms. Tawnya Martino, ADRC Director
Staff will present information about a client(s) on the Agency's waitlist to illustrate the issue(s) clients are having prior to receiving a service.

Additional Material: *None.*
Action Recommended: *For Information Only. No Action Necessary.*

- ◆ **AGENDA ITEM #18** **PRESIDENT'S REPORT**
- ◆ **AGENDA ITEM #19** **EXECUTIVE DIRECTOR'S REPORT**
- ◆ **AGENDA ITEM #20** **BOARD MEMBERS' COMMENTS**
- ◆ **AGENDA ITEM #21** **OPEN AGENDA/PUBLIC COMMENTS**
- ◆ **AGENDA ITEM #22** **ADJOURN**

If you are a person with a disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Area Agency on Aging of Pasco-Pinellas, Inc. at (727) 570-9696, Ext. 233 within three working days of the meeting.

*****THIS MEETING IS OPEN TO THE PUBLIC*****

EVENTS CALENDAR

AREA AGENCY ON AGING OF PASCO-PINELLAS

September 18, 2023 – October 16, 2023

- ◆ **October 5, 2023** - **Finance Committee Meeting
Via Teams
9:30 a.m. - 10:30 a.m.**

- ◆ **October 16, 2023** - **AAAPP Board of Directors Meeting
West Pasco Government Center
Board of County Commissioner
Boardroom
8731 Citizens Drive
New Port Richey, FL 34654**