

Agenda



**AAAPP BOARD OF DIRECTORS MEETING
AAAPP CONFERENCE ROOM
9549 KOGER BLVD. N, ST. PETERSBURG, FL 33702
MONDAY, NOVEMBER 18, 2024 / 9:30 A.M.**

- 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 – October 21, 2024.
 - B. Finance Committee Meeting Minutes – October 17, 2024.
 - C. AAAPP Unaudited Statements of Financial Position Year to Date – September 30, 2024.
 - D. AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date - September 30, 2024.
 - E. AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date - September 30, 2024.
 - F. Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year to Date - September 30, 2024.
 - G. Waitlist as of November 1, 2024
- Additional Material: Attached Handouts.*
Action Recommended: Motion for Board Approval.
- AGENDA ITEM #8 ITEM(S) FOR DISCUSSION FROM THE CONSENT AGENDA**

AGENDA ITEM #9**PROGRAM PLANNING AND DEVELOPMENT COMMITTEE****Chair, Julie Hale**

The Request for Qualification (RFQ) Selection Committee met on October 29, 2024, to review and score the applications submitted by Pasco Senior Home Care LLC dba Home Instead Senior Care and Reliance Home Care LLC dba FirstLight Home Care, respondents to the RFQ for Title IIIB OAA/LSP Homemaker services in East Pasco County. Pasco Senior Home Care LLC dba Home Instead Senior Care scored a total of 343 points with an average score of 4.78. Reliance Home Care LLC dba FirstLight Home Care scored a total of 313 points with an average score of 4.26. Based on the scores, the RFQ Selection Committee made a motion to recommend Pasco Senior Home Care LLC dba Home Instead Senior Care as the successful respondent to the RFQ for provision of Homemaker Services under Title IIIB OAA/LSP, effective January 1, 2025. The Program Planning and Development Committee met November 7, 2024, and made a motion to award the OAA/LSP contract to Pasco Senior Home Care LLC dba Home Instead Senior Care to provide Homemaker services to East Pasco County, effective January 1, 2025.

Additional Material: Scoring Sheet

Action Recommended: Vote on the motion made by the Committee.

AGENDA ITEM #10**CONFLICT OF INTEREST FORM 2025****Ms. Ann Marie Winter, Executive Director**

Annually, the AAAPP requires the Board of Directors to complete Conflict of Interest forms. It is requested that the form be completed as soon as possible by each board member and returned to the AAAPP by mail or electronically.

Additional Material: 2025 Conflict of Interest Form.

Action Recommended: Complete, Sign, and Return to Ann Marie Winter.

AGENDA ITEM #11

2025 AAAPP BOARD MEETING SCHEDULE

Ms. Ann Marie Winter, Executive Director

The AAAPP Board of Directors will meet 10 times in 2025 on the 3rd Monday of the month with the exception of January and February 2025 when the Board will meet on the 4th Monday of the month. The AAAPP Board will hold its meetings in Pasco County in February, April and October 2025. There are no meetings in July and December.

Additional Material: 2025 AAAPP Board Meeting Schedule.

Action Recommended: None. For Information Only.

ADENDA ITEM #12

INVESTMENT RECOMMENDATION

Ms. Kristina Jalazo, Vice President of Finance

As per the Investment Policy, staff presented a recommendation to the Finance Committee that met on October 17, 2024 on the investment of additional funds. The Finance Committee reviewed the recommendation and made a motion to recommend that the AAAPP Board of Directors approve the Investment Recommendation of \$200,000 to the UBS account.

Additional Material: None

Action Recommended: Vote on Committee's Motion to approve \$200,000 be moved to the UBS account.

AGENDA ITEM #13

AAAPP BUDGET APPROVAL PROCESS

Ms. Kristina Jalazo, Vice President of Finance

Staff presented the AAAPP Budget for Fiscal Year 2025 to the Finance Committee that met on October 17, 2024. The Finance Committee reviewed and discussed the document and made a motion to recommend that the Board of Directors approve the 2025 AAAPP Budget.

Additional Material: AAAPP 2025 Budget

Action Recommended: Vote on Committee's Motion to approve the 2025 AAAPP Budget.

AGENDA ITEM #14

ONE TIME PAYMENT TO STAFF

Ms. Kristina Jalazo, Vice President of Finance

Staff presented a recommendation to the Finance Committee that met on October 17,2024 for a one-time payment to staff to bring 2024 Compensation to as close to the median range of Board approved pay grades in accordance with the Agency’s Bonus policy. Any such payments made to staff come from agency funds. No DOEA funds are used to pay one-time payments to staff. The Finance Committee made a motion to recommend that the Board of Directors approve *the proposed one-time payments to staff who meet the Bonus Policy criteria.*

Additional Material: Table of One-Time payment to staff recommendations.

Action Recommended: Vote on Committee’s Motion to approve

AGENDA ITEM #15

HURRICANE DISASTER RECOVERY PROGRAM

Kerry Kimball Marsalek, COO and Emergency Coordinating Officer

Staff will present on the agency’s hurricane recovery efforts and progress to date.

Additional Material: None

Action Recommended: None. For Information Only.

AGENDA ITEMS #16

CLIENT SCENARIO

Ms. Tawnya Martino, ARDC 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: None. For information only.

AGENDA ITEM #17

PRESIDENT’S REPORT

AGENDA ITEM #18

EXECUTIVE DIRECTOR’S REPORT

AGENDA ITEM #19

BOARD MEMBERS’ COMMENTS

AGENDA ITEM #20

OPEN AGENDA/PUBLIC COMMENTS

AGENDA ITEM #21

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 PASCO-PINELLAS
NOVEMBER 18 – JANUARY 27 (REPLACED WITH 4th Monday), 2025

November 28, 2024 Thanksgiving
OFFICE CLOSED

November 29, 2024 OFFICE CLOSED

DECEMBER NO AAAPP BOARD MEETING

December 25, 2024 Christmas Day
OFFICE CLOSED

January 1, 2025 New Year's Day
OFFICE CLOSED

January 13, 2025 Advisory Council Meeting
AAAPP Conference Room
1:30 pm – 3:00 pm

January 20, 2025 MLK, Jr. Holiday
OFFICE CLOSED

January 27, 2025 AAAPP Board of Directors Meeting
AAAPP Conference Room
9:30 a.m. – 11:00 a.m.