Agenda Item #1 – Call to Order
The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday October 18, 2021 via Teams. President Charlie Robinson called the meeting to order at 9:31 a.m.

Agenda Item #2 – Introduction of Audience
President Robinson invited the audience to introduce themselves if they wished to, there were no responses.

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. A quorum of board members was present in Teams.
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 – September 20, 2021; Finance Committee Meeting Minutes – September 2, 2021; AAAPP Unaudited Statements of Financial Position Year to Date - August 31, 2021; AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date - August 31, 2021; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date - August 31, 2021; Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year to Date - August 31, 2021; Fiscal Monitoring Report(s) – Gulf Coast Jewish Family and Community Services Inc - Older Americans Act Title III-B/LSP, Title IIIID and General Revenue ADI, CCE, HCE Annual Fiscal Review; Community Aging and Retirement Services Inc - Older Americans Act Title III-B/LSP and General Revenue ADI, CCE, HCE Annual Fiscal Review; Bay Area Legal Services Inc - Older Americans Act Title III-B and Title III-EG Annual Fiscal Review; Alzheimer’s Disease & Related Disorders Association Inc - General Revenue ADI Annual Fiscal Review; Gulf Coast Legal Services Inc - Older Americans Act Title III-B and Title III-EG Annual Fiscal Review; Neighborly Care Network - Older Americans Act Title III-B/LSP and Title IIIC1/2 Annual Fiscal Review; Pasco County - Older Americans Act Title III-B/LSP and Title IIIC1/2 Annual Fiscal Review; Pinellas Opportunity Council - Older Americans Act Title III-B/LSP Annual Fiscal Review; Monitoring Report(s) - Community Aging and Retirement Services, Inc. (CARES) - Annual Programmatic Monitoring Report for the Older American’s Act Title IIIB/LSP Homemaking Services. Pasco County Public Transportation - Annual Programmatic Monitoring Report for the Older American’s Act Title IIIB/LSP Transportation Services. Ms. Sallie Parks made a motion to approve the Consent Agenda. Mayor Camille Hernandez seconded. None opposed, motion carried.

Agenda Item #8 — Items for Discussion from the Consent Agenda
None.

Agenda Item #9 — Program Planning and Development Committee Report
Chair Julie Hale reported that the Program Planning and Development Committee met by Teams on October 5, 2021 and reviewed the 2022 RFP for the Emergency Alert Response Services for the Older Americans Act/Local Service Provider programs submitted by Personal Response Corporation A Connect America Company. The Committee recommended a motion to approve the successful bidder and the proposed unit rate. There were no question nor comments. The Board voted on the motion presented by the Committee. None opposed. Motion was carried.

Agenda Item #10 — Program Planning and Development Committee Report
Chair Julie Hale reported that the Program Planning and Development Committee met by Teams on October 5, 2021 and reviewed the OAA IIIID – Health & Wellness Programs. AAAPP staff reviewed the application provided by the YMCA of the Suncoast, Inc. to provide the evidenced based program, Enhanced Fitness, to seniors in Pinellas and Pasco Counties. The Committee recommended that a sole source contract in the amount of $34,900 be awarded to YMCA of the Suncoast, Inc. as the provider of OAA IIIID Enhanced Fitness, for one year beginning January 1, 2022 and expiring on December 31, 2022. There was a request to expand on what was meant by the term Enhanced Fitness. This was addressed by Mr. Jason Martino. There being no other questions nor comments. The Board voted on the motion presented by the Committee. None opposed, the motion was carried.
Agenda Item #11 – Office of the Attorney General (OAG) Funding

Ms. Ann Marie Winter, Executive Director informed that the AAAPP was notified by the Office of the Attorney General (OAG) that the AAAPP was awarded a grant in the amount of $226,549 to continue providing services to senior victims of crime in Pinellas and Pasco Counties under the VOCA program. The services are to be provided and funds expended from October 1, 2021 through September 30, 2022. Dr. Audrey Baria made a motion to approve funding. Commissioner Christina Fitzpatrick seconded. None opposed, motion carried.

Agenda Item #12 - AAAPP 401k Plan Design

Ms. Paula Moore, Chief Financial Officer reported that the Finance Committee met virtually on October 7, 2021 and reviewed the proposed AAAPP 401k Plan Design changes that, if approved, will take effect January 1, 2022. As an incentive to encourage employees to invest in their retirement the following changes were proposed for consideration:

1. **Eligibility Requirements:**
   - Plan Eligibility – To allow employees to enroll into the plan 3 months after hire date instead of 6 months

2. **Plan Contributions:**
   - Enhance Safe Harbor Employer Match $1/$1 up to 4% of compensation. The employee contribution is 100% vested contribution. The employer discretionary contribution would be changed from 10% to 6% for 2022. The employer contribution vests over a five-year vesting schedule.

3. **Roth Deferral Option Added:**
   - Enhance the plan by giving the employees the option to contribute to the 401K plan after tax.

4. **Plan Distributions:**
   - Hardship Distribution - To allow employees access to a portion of their vested funds in time of hardship as allowed and identified by the Internal Revenue Service regulations on hardship withdrawals.

Ms. Moore informed that the Committee made a motion to recommend approving the Proposed Plan Design. There was a question on the $1 match which Ms. Moore addressed. The Board Voted on the motion presented by the Finance Committee. None opposed, motion carried.

Agenda Item #13 – Accounting Software System

Ms. Paula Moore, Chief Financial Officer informed that the Finance Committee met virtually on October 7, 2021. The Committee reviewed and evaluated respondents' submissions to the Agency's RFP for a new accounting system. There was a question on whether the cost of the new system was included in the budget. This was addressed by Ms. Moore. The Committee made a motion to recommend that NetSuite be awarded the Accounting Software Contract. The Board Voted on the motion presented by the Finance Committee. None opposed, motion carried.

Agenda Item #14 – President’s Report

President Robinson stated that he is proud, humble and excited to be President of such a great team of wonderful Board members.

Agenda Item #15 - Executive Directors Report

The Executive Director welcomed new Board member Ms. Mai Vue to her first board meeting. The Executive Director reported on the following - DOEA Monitoring which begins on Monday October 18 through Friday, October 21; In the process of reviewing lead agency and provider client files, we noted a trend of issues with CARES. They have been put on a CAP to address these issues. AAAPP will provide additional training and technical assistance; Due to additional federal and state funding, we have no waiting lists for our ADI or HCE programs and are projecting surplus funds; the AAAPP continue to experience high volume of calls per week, now averaging 510. As of Tuesday, October 11, our HelpLine backlog is at 5.5 days; Vaccine Outreach Program is holding its first virtual outreach event. Coffee Conversations will take place on October 29, at 10:00 a.m. on zoom; AAAPP is
partnering with Amazon/RING to distribute 1000 RING video doorbells to seniors in need in Pinellas and Pasco counties. The doorbells, installation and monthly subscription for the life of the product are free to the agency and the seniors we serve. Thank you to Congressman Bilirakis and his staff for making us aware of this opportunity; AAAPP leadership team is working on plan on how to spend the ARP dollars; The Executive Director continues to serve as the Secretary of F4A, the 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 Chapters Health Systems. A total of 19 meetings were attended by the Executive Director during the period September 22 to October 15, 2021.

Agenda Item #16 – Board Members Comment
Judge George Jirotka stated that he is pleased that the YMCA is involved in providing services to seniors through a contractual partnership with the Agency.

Mr. Robert Hatfield stated that AAAPP employees needed to take a close look at the benefits provided by the Agency as there are few employers out there who can provide the same benefits.

Ms. Sallie Parks enquired on what the retirement plan of the Agency entailed.

Ms. Anne Corona stated that she is very grateful for the grant from the Attorney General Office to assist senior victims of crime.

Ms. Ann Marie Winter read a comment on behalf of Harriet Crozier, the AAAPP Board Representative to the Pinellas County Disability Commission which read “the Disability Commission years before Covid-19 reviewed and approved Mobility Mats. These are mats that go over the sand to allow people in wheelchairs to get to the water easier. As of now five mats have been installed and nine beach fronts along the Pinellas County coast are in the process.”

Dr Audrey Baria asked about the Board meeting date for January and whether the final Board meeting for the year (i.e. November) will be held in person. The Executive Director will send out an email to Board members for their feedback.

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

Agenda Item #18 – Adjourn
There being no other items for discussion the meeting adjourned at 10:29 a.m.

Respectfully Submitted, Anne Corona, Secretary

Approved if signed

Virginia Cruz
Recording Secretary Date