

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
HELD AT AAAPP CONFERENCE ROOM  
9549 KOGER BLVD N, ST. PETERSBURG, FL 33702  
August 19, 2024 / 9:30 A.M.**

**Board Members Present**

President, Stuart Strikowsky  
Vice President, Anne Corona  
Secretary, Audrey Baria, MD  
Treasurer, David Alvarez  
Julie Hale  
Mai Vu  
Lena Wilfalk  
Helen Levine  
April Hill  
Michelle Cyr  
Anthony Koffman  
Commissioner René Flowers

**Others Present on Teams**

Lisa Shippy-Gonzalez  
Commissioner Seth Weightman, Commissioner Pasco Board of County Commissioners

**Others Present in Person:**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas  
Kerry Kimball Marsalek, Chief Operating Officer, Area Agency on Aging of Pasco-Pinellas  
Kristina Jalazo, Vice President of Finance, Area Agency on Aging of Pasco-Pinellas  
Tawnya Martino, Director of ADRC, Area Agency on Aging of Pasco-Pinellas  
Sandra Brown, HR Manager, Area Agency on Aging of Pasco-Pinellas  
Christine Didion, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas  
Francisco Alvarado, Information Technology Manager, Area Agency on Aging of Pasco-Pinellas  
Nora Fitzpatrick, Executive Assistant, Area Agency on Aging of Pasco-Pinellas  
Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas

**Agenda Item #1 – Call to Order**

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors meeting was held on Monday, August 19, 2024, in the AAAPP Conference Room, 9549 Koger Blvd. N., St. Petersburg, FL 33702. President Stuart Strikowsky called the meeting to order at 9:30 a.m.

**Agenda Item #2 – Introduction of Audience**

President Stuart Strikowsky invited the audience to introduce themselves, which they did.

**Agenda Item #3 – Public Meeting Notice**

President Stuart Strikowsky 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.

**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**

Secretary Audrey Baria, MD made the motion to approve the Consent Agenda. Ms. Lena Wilfalk seconded the motion. None opposed, motion carried.

**Agenda Item #8– Item(s) for Discussion from the Consent Agenda**

None.

**Agenda Item #9 – Election of Pinellas County Board of County Commissioners Seat**

Dr. Stirkowsky called the vote to elect Pinellas County Commissioner René Flowers to the AAAPP Board of Directors effective immediately after the vote. Commissioner Flowers has passed the Level 2 background screening requirement and has completed her AAAPP Board orientation. Commissioner Flowers’ first term will end March 2027. Mr. Anthony Koffman made the motion to approve the Consent Agenda. Ms. Michelle Cyr seconded the motion. None opposed, motion carried.

**Agenda Item #10 – AAAPP Board Committees**

Dr. Stirkowsky presented the 2024/2025 Committee roster and encouraged all Board Members to serve on at least one committee. He noted which committees have vacancies.

**Agenda Item #11 – Program Planning and Development Committee**

Chair Julie Hale shared that they committee met by Teams Meeting on August 9, 2024, and reviewed the following:

- A. 2025 Continuing Applications for Pinellas and Pasco County Older Americans Act/Local Service Provider Services** - AAAPP staff has reviewed continuing applications received by the current Older Americans Act Providers applying for continuing services within Pasco and Pinellas Counties and

recommended to the Committee that the attached rates by approved for FY 2025. The Committee recommends the motion to approve the proposed continuing application unit rates for FY 2025 by the AAAPP Board at the August 19, 2024, Board of Directors meeting.

**B. Emergency RFP for Older Americans Act/Local Services program**

**Homemaker Services Pasco County** - Program Planning Committee has reviewed the sole application received by Four Murphys, LLC dba Home Instead for the provision of Homemaker services in West Pasco Co. beginning September 1, 2024. Sole applicant only serves West Pasco County. Staff presented a plan on how East Pasco County will be served by alternate, existing Homemaker provider, Pasco Senior Home Care dba Home Instead, through the end of the 2024 calendar year. Staff also presented a timetable for a Request for Qualification to formally solicit a provider for Eastern Pasco County beginning January 1, 2025. The Committee made a Motion that the Board approve the sole applicant to provide Homemaker services to West Pasco under the Older Americans Act and Local Services Program, beginning September 1, 2024, the increase in allocation to existing Homemaker provider to serve East Pasco from September 1, 2024, through December 31, 2024, and the proposed timetable to solicit a Homemaker provider to serve East Pasco County effective January 1, 2025.

**C. Emergency RFP for Older Americans Act/Local Services Program Chore Services Pasco County**

- The Program Planning Committee reviewed the sole application received by Four Murphys, LLC dba Home Instead for the provision of Chore services in West Pasco County. In accordance with AAAPP procurement policy and procedure, the Committee made a Motion to reject the sole applicant in the best interest of the State of Florida. The Committee made a Motion to recommend that the AAAPP seek a Direct Service Waiver from DOEA to directly provide chore services in Pasco County beginning October 1, 2024.

**D. Emergency RFP for Older Americans Act/Local Services Program Adult Day Care Services Pasco County**

- No applications were received in response to the Request for Proposal for Adult Day Care Services in Pasco County funded by the Older Americans Act/Local Services Program. Program Planning Committee discussed the staff's plan to continue to provide services for seniors currently enrolled in Older Americans Act Adult Day Care services considering the termination of current provider's, Community Aging and Retirement Services, Inc., Older Americans Act contract on September 3, 2024. As allowed by DOEA, affected clients have been offered the option of enrollment in Community Care for the Elderly Program. The Program Planning Committee made a Motion that the Board approve the issuance of a RFQ for Adult Day Care as allowed in the Procurement Procedures for Goods or Services.

Dr. Audrey Baria made the motion to approve the proposed continuing application unit rates for FY 2025. Ms. Anne Corona seconded the motion. None opposed, motion carried.

The Board voted to approve the committee motion to recommend that the Board award Homemaker services to West Pasco under the Older Americans Act and Local Services Program, beginning September 1, 2024 to Four Murphys, LLC dba Home Instead, 2) increase in allocation to Senior Home Care dba Home Instead, the existing Homemaker provider to serve East Pasco from September 1, 2024, through December 31, 2024, and 3) approve the proposed timetable to solicit a Homemaker provider to serve East Pasco County effective January 1, 2025. The vote was unanimous.

The Board voted to approve the committee motion that the Board 1) reject the sole applicant in the best interest of the State of Florida and 2) approve that AAAPP seek a Direct Service Waiver from DOEA to directly provide chore services in Pasco County beginning October 1, 2024. The vote was unanimous.

The Board voted to approve the committee motion *that the* Board approve the issuance of a RFQ for Adult Day Care as allowed in the Procurement Procedures for Goods or Services. The vote was unanimous.

#### **Agenda Item #12 – DOEA Funding**

Ms. Ann Marie Winter, Executive Director, said that the agency had been notified by the Department of Elder Affairs that funding will be contracted to the AAAPP for the period July 1, 2024-June 30, 2025, as follows: a) \$9,772,075 for Community Care for the Elderly (CCE); b) \$4,793,421 for Alzheimer’s Disease Initiative (ADI); c) \$760,178 for Home Care for the Elderly (HCE); d) \$603,760 for Aging & Disability Resource Center Medicaid Waiver; and e) \$2,151,571 for Local Service Programs (LSP) including \$1,000,000 for Neighborly Care Network. Mr. Anthony Koffman made the motion to approve the DOEA Funding. Commissioner René Flowers seconded the motion. None opposed, motion carried.

#### **Agenda Item #13 – CVS Health Foundation Grant Opportunity**

Ms. Kerry Marsalek, Chief Operating Officer, presented a grant announced by the CVS Health Foundation in its Focus on Healthy Aging initiative, a multi-year grant to improve health outcomes for people over age 60. Total award of \$1,000,000 to implement strategies that improve health outcomes for older adults over 5 years. Staff recommended submitting an application by the deadline of August 16, 2024. Ms. Helen Levine made the motion to approve submitting an application for the grant. Dr. Audrey Baria seconded the motion. None opposed, motion carried.

**Agenda Item #14 – 2024-2027 Area Plan Update**

Ms. Kerry Marsalek, Chief Operating Officer, discussed the Area Plan Update process for Calendar Year 2025. Discussion will include a review of the Board comments reflected on the 2022 SWOT Analysis to identify necessary updates from Advisory Council members. Dr. Audrey Baria made the motion to approve submitting an application for the grant. Mr. David Alvarez seconded the motion. None opposed, motion carried.

**Agenda Item #15 – Compensation Results from Survey**

Ms. Sandra Brown, HR Manager, shared a report on a compensation study that was completed to assess the effectiveness of our current pay structure. Staff met with Workforce Strategic Goal Champion Lena Wilfalk to review the compensation survey and recommend that the Board approve the attached Jobs Levels and Pay Grades. Commissioner René Flowers made the motion to approve the job levels and pay grades Dr. Audrey Baria seconded the motion. None opposed, motion carried.

**Agenda Item #16 – Client Scenario**

Ms. Tawnya Martino, ADRC Director, presented a *information about a client(s) on the agency’s waitlist to illustrate the issue(s) clients are having prior to receiving a service.*

**Agenda Item #17 – President’s Report**

President Stuart Strikowsky thanked the new members for joining the AAAPP Board of Directors.

**Agenda Item #18 – Executive Director’s Report**

Ms. Ann Marie Winter, AAAPP Executive Director, explained why the Executive Director’s Report is distributed after the other materials are sent out. She shared that the agency was conducting a cyber audit, and that the Helpline was returning calls with in one business day. Ms. Winter provided an update on the CARES situation in Pasco County.

**Agenda Item #19 – Board Member Comments**

Commissioner Flowers said that she was happy to join the team.

**Agenda Item #29 – Adjourn**

There being no other items for discussion, the meeting adjourned at 10:35 a.m.

Respectfully Submitted,

Approved, if signed.

\_\_\_\_\_  
Nora Fitzpatrick  
Recording Secretary

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Audrey Baria, Secretary

Date\_\_\_\_\_