

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
MEETING HELD AT THE AAAPP CONFERENCE ROOM, 9549 KOGER BLVD,  
ST PETERSBURG FL 33702  
APRIL 18, 2022**

**Board Members Present**

President, Charlie Robinson  
Vice President, Stuart Strikowsky  
Treasurer, David Alvarez  
Audrey Baria  
Barbara Sheen Todd  
Charlie Justice, Commissioner, Pinellas Board of County Commissioners  
Chris Comstock  
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners  
Judge George Jirotko, 6<sup>th</sup> Judicial Circuit  
Julie Hale  
Lena Wilfalk  
Mai Vu  
Robert Hatfield  
Sallie Parks  
Virginia Rowell

**Board Members Not Present:**

Secretary, Anne Corona  
Harriet Crozier  
Mayor Camille Hernandez  
Paul McClintock

**Others Present Person:**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas  
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas  
Kristina Jalazo, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas  
Tawnya Martino ARDC Director, Area Agency on Aging of Pasco-Pinellas  
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas  
Wendy Arroyo, HR Administrator, Area Agency on Aging of Pasco-Pinellas  
Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas  
City of Largo Commissioner Eric Gerard, AAAPP Advisory Council Member  
Nina Berkheiser, Strategic Plan Facilitator, Your NonProfit Advisor  
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas  
Christine Krohn, Program Director Elder and Disabled Services GCJFCS

**Agenda Item #1 – Call to Order**

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday April 18, 2022, at 9549 Koger Blvd, St Petersburg, FL 33702 President Charlie Robinson called the meeting to order at 9:30 a.m.

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

President Charlie Robinson invited Board members, AAAPP staff and member of the public to introduce themselves considering this was the first in-person meeting for the year 2022.

**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 person.

**Agenda Item #5 – Public Comments for Items on Agenda**

None.

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

**Mayor Camille Hernandez Resignation**

President Robinson announced the resignation of Mayor Camille Hernandez. President Robinson stated that her resignation is a great loss to the Board, Mayor Hernandez has been an extra-ordinary member of the Board and has served as Board officer in every capacity. Mayor Hernandez is now moving on to a new chapter and wished her the very best.

**AAAPP Emergency Bylaws**

President Robinson spoke of the need to suspend the AAAPP Emergency Bylaws in order for the Board to meet in person and if a quorum is present in person to also have the option to participate virtually (via Teams) and not via telephone.. The President requested feedback from Board members on the change to in person meetings. Ms. Colleen Flynn added that the Emergency Bylaws was enacted because of the pandemic. At this point, now that the pandemic emergency declaration has lapsed, the Board of Directors or the Executive Director in conjunction with the President of the Board can suspend the Emergency Bylaws. Mr. Robert Hatfield made a motion to suspend the Emergency Bylaws and return to in person meetings which will now require a physical quorum and instead of attending via telephone the virtual option of Teams would be used and as long as a quorum is present in person, board members participating by Teams may make and vote on motions. Ms. Sallie Parks seconded. None opposed, motion carried.

A draft of the amended Bylaws to include the changes will be presented at the next Board meeting for a vote.

**Agenda Item #7 – Consent Agenda**

President Robinson stated that the items on the Consent Agenda were: Board Meeting Minutes, March 21, 2022; Finance Committee Meeting Minutes, March 3, 2022; AAAPP Unaudited Statements of Financial Position Year to Date, February 28, 2022; AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date February 28, 2022; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date — February 28, 2022; Surplus(Deficit) Report by Planning and Service Area (PSA) for Year to Date February 28, 2022; Monitoring Report(s) -1. Bay Area Legal Services, Inc - Annual Programmatic Monitoring Report for Older Americans Act Title IIIBILSP Legal Services Program; 2. Pasco County Community Services, EHEAP —Annual Programmatic Monitoring Report for the Emergency Home Energy Assistance for the Elderly Program EHEAP; 3. Area Agency on Aging of Pasco Pinellas, Inc — Annual Programmatic Monitoring Report for the Victims of Crime Advocates VOCA Program.

Ms. Sallie Parks made a motion to approve the Consent Agenda. Dr Audrey Baria seconded. None opposed, motion carried.

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

None.

### **Agenda Item #9 – Strategic Planning Process**

Ms. Nina Berkheiser, Strategic Plan Facilitator lead the Board in a SWOT analysis. The specific items covered in the exercise included as follows:

#### **9 (a) Mission Impact**

The community needs, mission/vision values planning: How the Board accomplishes its mission/vision, taking advantage of external opportunities; building on institutional strengths; minimizing threats & weaknesses 2018 Plan Successes and how we talk about it. Each board member and staff member were asked why they serve on the Board or work at the agency. Board members were asked what the most critical community and agency need that the Board should address.

#### **9 (b) Planning Basics – The Truth About Planning**

Critical Issues Approaches, Overview of Planning Steps/Process and Expected Outcomes.

#### **9. (c) Situational Analysis – AAAPP Staff Presentation**

The AAAPP staff presented on the Environmental Scan, Community Demographics and Trends Unmet Needs.

#### **9. (d) Board SWOT Exercise**

The Board identified Environmental Opportunities & Threats and discussion on the Agency's Strengths and Weaknesses were Prioritized. Board members were divided into groups with staff and discussed the agency's strengths and weakness and external opportunities and threats.

#### **9. (e) Identify Critical Issues for the Plan**

Identified key issues critical for mission/vision. The Accomplishment Discussion re additions & revisions. Evaluate based on SWOT Analysis finalized issues to be addressed by the plan.

### **Agenda Item #18 - President's Report**

None.

### **Agenda Item #19 - Executive Directors Report**

The Executive Director presented her report which included a highlight of a senior that is being served by the AAAPP.

In the interest of time, The Executive Director's report was circulated and highlighted the following: the AAAPP Public Hearing and submission of a Direct Service Waiver for IID Services to DOEA for approval; Thanked the AAAPP Board President Robinson and AAAPP Advisory Council Chair Miriam Benitez-Nixon for attending the Public Hearing; Progress made on the new state wide client and billing system, eCIRTS though major issues with reporting, billing and data still exist; DOEA Monitoring Visit week of November 14-18; The AAA statewide tech workgroup issued an RFI to solicit proposals that use technology to serve seniors; High volume of calls per week, now averaging more than 500 with a backlog of 13 business days; The Agency is now open to the public with most external meetings occurring in person; The SE4A Conference in being held in Amelia Island on September 11-14. AAAPP will be presenting 2 sessions, one on our VOCA program and the other on our u.connected 1Page program; The A.AAPP will provide registration and accommodation for Anne Corona who volunteered to attend; 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 HPH Hospice of Chapters Health Systems. The Executive Director attended 27 meetings both virtual/face to face for the period 3/22 to 4/15.

**Agenda Item #17 – Board Members Comment**

Commissioner Charlie Justice stated that he appreciated the reasons staff stated that they like to work with the AAAPP.

**Agenda Item #18 – Open Agenda/Public Comments**

None.

**Agenda Item #19 – Adjourn**

There being no other items for discussion the meeting adjourned at 11:49 a.m.

Respectfully Submitted,

Anne Corona, Secretary

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Approved if signed

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Virginia Cruz  
Recording Secretary

Date \_\_\_\_\_