

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
RESCHEDULED BOARD OF DIRECTORS MEETING MINUTES
MEETING HELD AT THE AAAPP CONFERENCE ROOM, 9549 KOGER BLVD,
ST. PETERSBURG FL 33702
JUNE 13, 2022**

Board Members Present

President, Charlie Robinson
Treasurer, David Alvarez
Vice President, Stuart Strikowsky
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners
Audrey Baria
Judge George Jirotko, 6th Judicial Circuit
Lena Wilfalk
Mai Vu
Robert Hatfield
Julie Hale
Sallie Parks

Board Members Not Present:

Secretary, Anne Corona, (excused)
Barbara Sheen Todd (excused)
Harriet Crozier (excused)
Virginia Rowell (excused)

Others Present Person:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Kristina Jalazo, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas
Jillian Rose, Director of Outreach, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, ADRC Director, Area Agency on Aging of Pasco-Pinellas
Wendy Arroyo, Human Resources Administrator, Area Agency on Aging of Pasco-Pinellas
LaShanna Young, Controller, Area Agency on Aging of Pasco-Pinellas
Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas
Eric Gerard, City of Largo Commissioner, AAAPP Advisory Council Member
Francisco Alvarado – IT Manager, Area Agency on Aging of Pasco-Pinellas
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Nina Berkheiser, Strategic Plan Facilitator, YourNonProfit Advisor
David Hochsprung, CPA Cavanaugh & Co, LLP
Paul Dennison, Chief Financial Officer, GCJFCS
Christine Krohn, Project Director, GCJFCS
Lewis Jeff Rohleder, Grant Accountant, GCJFSC
Jemith Rosa President/CEO, CARES

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday June 13, 2022, at 9549 Koger Blvd, St Petersburg, FL 33702 President Charlie Robinson called the meeting to order at 9:32 a.m.

Agenda Item #2 – Introduction of Audience

President Charlie Robinson invited staff and members of the public to introduce themselves.

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. 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

None.

Agenda Item #7 – Consent Agenda

President Robinson stated that the items on the Consent Agenda were: A. Board Meeting Minutes: April 18, 2022 and May 27, 2022; Finance Committee Meeting Minutes: April 7, 2022 and May 5, 2022; AAAPP Unaudited Statements of Financial Position Year to Date: March 31, 2022 and April 30, 2022; AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date: March 31, 2022 and April 30, 2022; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date: March 31, 2022 and April 30, 2022; Surplus (Deficit) Report by Planning and Service Area (PSA) for Year to Date: March 31, 2022 and April 30, 2022; Monitoring Report(s): Pinellas Opportunity Council, Inc — Annual Programmatic Monitoring Report for the Emergency Home Energy Assistance for the Elder Program (EHEAP), Area Agency on Aging of Pasco Pinellas, Inc. - 90 Day Review Monitoring Report for the Older Americans Act/Local Service Provider (OAA/LSP) Mental Health Counseling Program, Alzheimer's Association, Florida Gulf Coast Chapter — Annual Programmatic Monitoring Report for the Brain Bus Program, Gulfcoast Legal Services, Inc. - Annual Programmatic Monitoring Report for the Older Americans Act Title III-B/LSP Legal Services\ Program, Gulf Coast Jewish Family & Community Services, Inc. - Annual Programmatic Monitoring Report for the Alzheimer's Disease Initiative, Community Care for the Elderly, and Home Care for the Elderly programs, CARES, Inc. Older Americans Act, Title IIID Annual Programmatic Monitoring & Contract Closeout Report; New Vendor(s): Phoenix Pro Management, Inc — Community Care for the Elderly, Home Care for the Elderly and Alzheimer's Disease Initiative for the following services: Chore, Enhanced Chore, Home Improvement, Material Aid, Pest Control Initial and Maintenance, Other and Waitlist Report — 06.01 .2022. Ms. Sallie Parks made a motion to approve the Consent Agenda. Judge George Jirotko seconded. None opposed, motion carried.

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

None.

Agenda Item #9 – 2021 Draft Financial Statements and Compliance Audit Reports

Mr. David Hochsprung, of Cavanaugh & Co. LLP Certified Public Accountants presented the 2021 Draft Financial Statements and Compliance Audit Report. There were questions and comments which was addressed by Mr. Hochsprung. In concluding, the Auditor reported that there were no prior audit findings to be reported and no corrective action required. The Finance Committee met on June 2, 2022 and reviewed the Draft 2021 Audit Report and made a motion to take to the Board of Directors. Dr Audrey Baria made a motion to approve Finance Committee recommendation. Ms. Lena Wilfalk seconded the motion. None opposed, motion was carried.

Agenda Item #10 – Bylaws

President Charlie Robinson presented for discussion a revision of the AAAAPP Bylaws. Ms. Colleen Flynn, AAAPP Legal Counsel advised that the proposed Bylaws must be approved by a two thirds majority present in person at the Board of Directors meeting. It is a two-step process whereby the

Bylaws are firstly proposed and the final step the Bylaws are adopted. The revision of the Bylaws is to allow electronic Board meeting participation as follows:

Section 5. Quorum - *A quorum shall consist of a simple majority of the total voting membership of the Board of Directors. When a quorum is physically present, a majority of those present in person and electronically is set forth in Section 6 below may take action on matters properly present at the meeting. Business shall be transacted only at regular or specially called meetings and shall be duly recorded in the minutes thereof.*

Section 6. Electronic Participation in Meetings - *Members of the Board of Directors may participate in a meeting by any means of electronic communication by which all persons participating in the meeting can hear each other at the same time if a quorum is physically present. A director participating in a meeting by electronic means is deemed to be present at the meeting and may participate and vote but does not count for quorum purposes. Nothing in these bylaws shall be construed to limit the Board's authority to hold meetings by any communication method authorized by F.S. 617.0820 or to limit the statutory right of any director participating in a meeting by such electronic communication method to be deemed present for participation and voting purposes.*

Ms. Sallie Parks made a motion to approve the Area Agency on Aging of Pasco Pinellas Inc Proposed Revised Bylaws. Dr Audrey Baria seconded, none opposed, the motion was carried.

Agenda Item #11 – EHEAP Funding

Ms. Ann Marie Winter, AAAPP Executive Director reported that the DOEA contracted \$460,512 in additional funding to the AAAPP for the EHEAP program to be expended by September 30, 2022.

Ms. Sallie Parks made a motion to approve the additional funding. Judge Jirotko seconded, none opposed, motion was carried.

Agenda Item #12 – General Revenue Continuing Application Rate for Contract Year 2022-2023 for Community Aging and Retirement Services (Cares)

Chair Julie Hale reported that the Committee met via Teams Meeting on April 21, 2022 and reviewed the General Revenue Continuing Application for Community Care for the Elderly Lead Agency Designation in Pasco County for fiscal year 2022-2023. Community Aging and Retirement Services (CARES) is the current Lead Agency for Pasco County. The Program Planning and Development Committee approved a motion to recommend to the Board of Directors for approval of the unit rates for Community Aging and Retirement Services (CARES) to be submitted to DOEA for approval. There were questions and comments which were addressed by Ms. Ann Marie Winter, AAAPP Executive Director and Ms. LaShanna Young, AAAPP Controller. The Board voted to approve the Committee's recommendation. None opposed, motion carried.

Agenda Item #13 – General Revenue Continuing Application Rate for Contract Year 2022-2023 Gulf Coast Jewish Family and Community Services, Inc.

Chair Julie Hale reported that at the time of the Program Planning and Development Committee met the rate increases for Gulf Coast Jewish Family and Community Services (GCFJCS) were not finalized for the Committee to make a recommendation to the Board for approval. The rate recommendations were presented to the Board for discussion and request for approval of continuation and rate of increase for Case Aide and Case Management services provided by Gulf Coast Jewish Family and Community Services as contracted under the General Revenue fund for ADI, CCE and HCE. There were questions and comments on the unit rates. This was addressed by Ms. Ann Marie Winter. Commissioner Christina Fitzpatrick made a motion to approve the General Revenue Application rates for Contract year 2022-2023 for GCJFCS. Ms. Sallie Parks seconded. None opposed, motion was carried.

Agenda Item #14 - Contract Review Process for Older Americans Act (OAA) And Local Service Programs (LSP) Funded Services for Contract Year 2023

Ms. Kristina Jalazo, Director of Program Accountability, presented the timetable for the Older Americans Act Contract Review Process and all proposed allocations for FY 2023. Ms. Jalazo informed that no services were out for bid this year. The AAAPP Advisory Council reviewed and approved both the timetable and the proposed allocations as required by the Older Americans Act.

Dr. Audrey Baria made a motion to approve the Timetable and the Proposed Allocations for the 2023 Older American Act /Local Service Programs Allocations. Ms. Sallie Parks seconded, none opposed, motion was carried.

Agenda Item #15 - Office Space Expansion

Ms. Ann Marie Winter reported that the Finance Committee met on June 2, 2022 and discussed the limited office space situation due to increases in staff numbers. Ms. Winter gave a brief summary of the limited office space currently being experienced at the AAAPP Office whereby most offices are now occupied by two staff members each, conference rooms and copy room have been transformed to office space, expected commencement of two new programs, additional staff will be hired/required. Ms. Winter informed that the Finance Committee made a motion to approve Office Space Expansion Matrix Option B - "Lake 212, 2nd Floor Separate Building. The Board Voted to approve the Finance Committee Recommendation. None opposed, motion carried.

Agenda Item #16 – Strategic Plan Workgroup Presentations

President Charlie Robinson invited each Board Goal Board Champion to present a summary of their Workgroups ideas as discussed at the Strategic Plan Retreat on May 14, 2022. The following Board Goals and Strategies were presented.

Funding

Board Champion: Stuart Strikowsky

BOARD GOAL: Increase & Diversify Funding

STRATEGY 1: Systematically increase gifts from individuals

STRATEGY 2: Restructure the Annual Luncheon to increase net dollars raised.

STRATEGY 3: Implement a planned gift program

Workforce

Board Champion: Lean Wilfalk

BOARD GOAL: Recruit & retain qualified staff & volunteers

STRATEGY 1: Review of position classifications starting with Helpline & Intake positions

STRATEGY 2: Increase the number of active volunteers

Marketing

Board Champion: Charlie Justice

BOARD GOAL: Build Public Awareness of AAAPP

STRATEGY 1: Rebrand AAAPP to build public recognition with target audiences

STRATEGY 2: Identify & Cultivate Donors

STRATEGY 3: Develop a Board Member Community Engagement Program

Services

Board Champion: Robert Hatfield

BOARD GOAL: Diversify and expand the number of partnerships for programs/services

STRATEGY 1: Ensure there is a large pool of qualified vendors/providers to competitively bid to provide needed services

STRATEGY 2: Identify gaps and unmet needs based on the current and future economic forecasts.

STRATEGY 3: Advocate for streamlining rules, guidelines and regulations

Technology was cancelled no current staff or board capacity to undertake technology goals.

Agenda Item #17 - President's Report

President Robinson announced that there are two vacant positions for Pasco County on the Board of Directors, encouraged persons for any potential candidates to be submitted for selection.

Agenda Item #18 - Executive Directors Report

The Executive Director highlighted on a "AAAPP success story". Jack* is 76 and lives in Clearwater. Jack was enrolled into the Community Care for the Elderly program. Jack is bedbound and lives with Nancy**, his elderly wife, who provides care for him. Jack requires many assistive devices to be able

to stay home safely. Due to her advanced age, Nancy cannot manipulate a non-electric hospital bed or a manual Hoyer Lift. The CCE program was able to provide Jack with a bed and an electric Hoyer lift that his insurance refused to cover. Nancy has said that electric Hoyer lift and an electric bed have been “a blessing” and says that it has drastically improved his quality of life. Jack reported that the bed he received through the CCE program is comfortable and so helpful. *Jack is not this client’s real name. ** Nancy is not her real name.

Introduced the new Director of Outreach, Jillian Rose; DOEA approved unit rate increases for certain GR services; amended 35 vendor agreements to reflect that increase; Progress continues to be made on the new state wide system, eCIRTS, all AAAs continue to have major issues with reporting, billing and data, continues to affect ability to meet our contractual deadlines; DOEA will be onsite to monitor AAAPP week of November 14-18. The monitoring period will be January 1, 2021-December 7, 2021 and current files and helpline logs; The Executive Director Co-Chair of the ADRC workgroup with Tawnya Martino, our ADRC Director, Chair of the SE4A Florida Conference Marketing & Publicity Committee, a member of the St Pete Food Policy Council, a member of United Ways’ Housing Coalition, and a Director on the Board of HPH Hospice of Chapters Health Systems; provided information on how AAAPP protects its data this was requested by Chris Comstock; thanked Paula Moore for providing this for inclusion in this report. The Executive Director attended 23 meetings (virtually and in person) for the period 5/17/22 to 6/10/22.

Agenda Item #19 – Board Members Comment

None.

Agenda Item #20 – Open Agenda/Public Comments

Ms. Jemith Rosa, CEO/CARES thanked the AAAPP for approving the CARES General Revenue Unit Rates. Thanked Ann Marie Winter and Kristina Jalazo for meeting with the CARES Board of Directors. Recommended a candidate for AAAPP Pasco County Board representative.

Mr. Paul Dennison, Chief Financial Officer, GCJFCS thanked the AAAPP Board and the AAAPP Team for assisting GCJFCS in meeting the foreseeable and immediate economic issues currently being faced by GCJFCS.

Agenda Item #21 – Adjourn

There being no other items for discussion the meeting adjourned at 10:52 a.m.

Respectfully Submitted,

Anne Corona, Secretary

Approved if signed

Virginia Joseph
Recording Secretary

Date _____