Board Members Present Via Teams
President, Charlie Robinson
Vice President, Stuart Strikowsky
Secretary, Anne Corona
Treasurer, Camille Hernandez, Mayor City of Dade City
Audrey Baria
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Chris Comstock
David Alvarez
Harriet Crozier
Judge George Jirotka, 6th Judicial Circuit
Julie Hale
Lena Wilfalk
Mai Vu
Paul McClintock
Robert Hatfield
Sallie Parks
Virginia Rowell

Board Members Not Present:
Barbara Sheen Todd, (Excused)
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners

Others Present Via Teams:
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
Matt McKenna, IT Support Specialist, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Barbara Sharpe, Board Chair, CARES
Jemith Rosa, CEO CARES
Nina Berkheiser, Strategic Plan Facilitator, YourNonProfitAdvisor

Agenda Item #1 – Call to Order
The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday February 14, 2022, via Teams. Vice-President Stuart Strikowsky called the meeting to order at 9:32 a.m. President Robinson was experiencing technical difficulties in joining the meeting via Teams but was able to join for Agenda Item #10 onwards.
**Agenda Item #2 – Introduction of Audience**
Vice President Stuart Strikowsky invited the audience to introduce themselves if they wished to, there were no responses.

**Agenda Item #3 – Public Meeting Notice**
Vice 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 in Teams.

**Agenda Item #5 – Public Comments for Items on Agenda**
Ms. Jemith Rosa President/CEO CARES referred to the Board of Directors Minutes of January 10, 2022 Agenda Item #8 – Items for Discussion from the Consent Agenda, Annual Programmatic Monitoring Report for the Older American’s Act Title IIID Disease Prevention & Health Promotion Program which reads: “that CARES met all standards except their inability to spend the budgeted allocation for 3 consecutive years”. Ms. Rosa stated that CARES would like to request this sentence be amended to state that CARES did not spend down the money in 2019 except for the carryforward money of $30,000 and the 2020 and 2021 allocations were not spent.

Judge Jirotka stated that the Minutes still reflects what was said, the next meeting minutes will address the change, but one cannot change the Minutes of a previous meeting. Ms. Colleen Flynn, Legal Counsel AAAPP, stated that the Minutes reflects what was discussed at the last meeting, it cannot be changed to recreate what happened. It can be noted in this meeting that CARES made a Public Comment and provided clarification to the Board, that in CARES opinion the reasons why the money could not be spent down but the Minutes cannot be changed, cannot rewrite history because of a clarification.

**Agenda Item #6 – Addendum Item(s) or Any Item Requiring Discussion**
None.

**Agenda Item #7 – Consent Agenda**
Judge made an individual motion to approve Agenda Item #7A and #7B of the Consent agenda the Board of Directors meeting minutes of January 10, 2022, and the Finance Committee meeting of January 6, 2022. Ms. Lena Wilfalk seconded. None opposed, motion carried.

Vice-President Strikowsky stated that the remaining items #7C to #7G on the Consent Agenda were: AAAPP Unaudited Statement of Financial Position Year to Date - December 31, 2021; AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date – December 31, 2021; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date – December 31, 2021; New Vendor Purfoods, LLC dba Mom’s Meals Community Care for the Elderly, Alzheimer’s Disease Initiative and Home Care for the Elderly and Waitlist Report – 01.31.2022. Mayor Camille Hernandez made a motion to approve the Consent Agenda. Ms. Harriet Crozier seconded. None opposed, motion carried.

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

**Agenda Item #9 – 2018 Strategic Plan Accomplishment**
Mayor Camille Hernandez presented a review of major successes and accomplishments from the 2018 Strategic Plan. Mayor Hernandez presented the Accomplishments Report and the 2018 IMPACT Summary of Strategic Plan Outcomes and how these accomplishments impacted seniors. Mayor Hernandez, in presenting, thanked Board members/Board champions, staff and other persons
who were involved in the Strategic Plan process. She highlighted the four Board Goals and the impact of each Goal. Director Rowell commented that the 2018 Impact Summary is a tremendous asset for the Advocacy Committee for the AAAPP go out in the community working with legislators and the community at large.

There being no further discussion or comments Ms. Sallie Parks made a motion to approve the 2018 Strategic Plan Accomplishments Report and the 2018 IMPACT Summary of Strategic Plan Outcomes. Ms. Virginia Rowell seconded. None opposed, motion carried.

Agenda Item #10 – Strategic Plan Committee Report
In the absence of President Charlie Robinson, Ms. Ann Marie Winter presented the Strategic Planning Committee Report. Ms. Winter reported that for overseeing both the Board’s planning process and providing oversight of the plan’s implementation, the 2022 Strategic Planning Strategic Committee was formed. The members of the Strategic Planning Steering Committee are President Charlie Robinson, Dr Stuart Strikowsky, Anne Corona, Virginia Rowell and Largo City Commissioner Eric Gerard, representing the Advisory Council. The meeting was facilitated by Nina Berkheiser, who will be the facilitator for the 2022 Strategic Plan process. The Committee met on January 26, 2022, to review the process and develop a planning calendar. The Committee discussed a number of issues included the 2018 Strategic Plan Accomplishments, the Timeline for Board retreats meetings, Staff SWOT Analysis, the Role of the Strategic Planning Committee Role Document.

At this point President Charlie Robinson was able to join the meeting and took over the chairing of the meeting. President Robinson stated that he looked forward to as much Board participation as possible in the 2022 Strategic Planning process.

Judge George Jirotka made a motion to approve the Strategic Planning Committee Role document. Ms. Lena Wilfalk seconded. None opposed, motion carried.

Agenda Item #11 – Overview of the Planning Process
Nina Berkheiser, Strategic Plan Facilitator, highlighted the Board responsibility for planning programs that accomplish the AAAPP’s mission and to meet community needs. Ms. Berkheiser stated that the planning process is issue-based and will establish goals, priorities as well as an implementation plan. She stated that the Board is asked to review the Accomplishments and Impact Reports and to identify which of the accomplishments is most impactful and which priorities should be carried over to the 2022 strategic planning process. She informed that the planning process will include: Review and identify community needs; Prioritize issues that the Board wants to address with its strategic plan; Establish Board goals that meet the needs of AAAPP’s target population and build on agency strengths; Make informed choices re priorities; Result in a plan that is both strategic and sustainable; Ensure that the plan is implemented; Actively engage Board/Staff Leadership teams in the planning process and build consensus, "buy-in" and support for the plan. Dr. Audrey Baria made a motion to approve the Board’s 10 Basic Responsibilities and the Strategic Planning Calendar. Ms. Sallie Parks seconded. None opposed, motion was carried.

Agenda Item #12 – Membership and Nominating Committee Report
A. Renewal of Terms of Board Members
Commissioner Charlie Justice, Chair of the Membership and Nominating Committee reported that the Membership and Nominating Committee met by Teams on January 24, 2022 and reviewed the Renewal of Terms of Board Members. The Committee renewed three-year terms of office for six board members whose terms of office will conclude as of the Annual Meeting in March 2022. Camille Hernandez, David Alvarez, Paul McClintock, Sallie Parks, Stuart Strikowsky, Virginia Rowell. Commissioner Justice reported that all six Directors wished to renew for another term. The new three-year terms (2022-2024) will begin after their installation at the Agency’s Annual Meeting on March 21, 2022. The Membership and Nominating Committee recommends that the Board of Directors approve
additional three-year terms for the above Directors. Board voted to support the recommendation of the Committee.

B. Proposed Annual Election of Officers of the Board

Commissioner Charlie Justice, Chair of the Membership and Nominating Committee informed that the Nominating Committee considered leadership responses and recommended the following Slate of Officers: **Charlie Robinson - President; Stuart Strikowsky - Vice President; Anne Corona - Secretary and David Alvarez - Treasurer.** Officer terms are for the next one-year term to begin after their installation at the Agency’s Annual Meeting on March 21, 2022. The Membership and Nominating Committee recommended that the Board of Directors approve the New Slate of Officers for the next one-year term ending March 2023. The Board voted to support the recommendation of the Committee.

**Agenda Item #13 - Contract Review Process State-General Revenue Programs FY 2022-2023**

Ms. Kristina Jalazo, Director Program Accountability presented the timetable for the contract review process for state general revenue programs for the year 2022-2023. Ms. Jalazo reported that there were no lead agencies out to bid this year. Ms. Harriet Crozier made a motion to approve the Timetable for the Contract Review Process State-General Revenue Programs for the year 2022-2023. Ms. Anne Corona seconded. None opposed, motion was carried.

**Agenda Item #14 - Client Scenario**

Ms. Tawnya Martino, ADRC Director presented on a 70-year-old single female who resides in her home in Port Richey in Pasco County. In November 2021 her niece contacted the Helpline for in-home services for the 70-year-old female. The client was screened to assess her needs and reports a monthly income of $1000. Her overall health is poor. She suffers with arthritis, high blood pressure, breast and bone cancer and a history of kidney problems. The client requires help with heavy chores, late housekeeping, preparing meals and shopping. She was placed on the following waitlist CCE, Medicaid Managed Long-Term Care, OAA Home Maker and Chore programs. Upon screening she scored 32 or ranked 3 the highest rank is 5. With a score of 32 she is not likely to be released for the statewide Medicaid Managed Long Term Care program, at this time the program is only releasing ranked 5. CCE there are currently 440 clients on the waitlist with a higher score. She has a greater chance for OAA Home Maker and Chore programs, but this is based on availability of funding. Clients are encouraged to call back if their situation changes so a new screening can be completed. There was a question on what could impact her score. For information only, no action necessary.

**Agenda Item #15 - President’s Report**

President Robinson apologized for the delay in joining the meeting. He thanked the AAAPP IT Staff for assisting him in joining the meeting.

**Agenda Item #16 - Executive Directors Report**

Thanked and acknowledged Mayor Camille Hernandez for her leadership as Treasurer for the past year. The Executive Director stated that she looks forward to Director David Alvarez’s leadership as Treasurer. The Executive Director reported on the following: Travelled to Tallahassee to meet with legislators, DOEA Secretary and staff and F4A Directors; Both the Senate and House budgets include $10,000,000 in additional reoccurring dollars in CCE and ADI Budget lines for all AAAs. -ACHA bill has been presented that would revise the MCO regions from 11 to 8; ADI Contract Manager workload issue is in both House and Senate budgets at $1,000,000 to provide each AAA with funding to hire an ADI program/contract manager to oversee the program and participate in DCCI and other ALZ initiatives; Discussions with DOEA about additional services to caregivers; AAAPP Advisory Council elected Valerie Stallworth and Kimberly Shaw to the Council effective with the January meeting; As was reported at our last Board meeting, CARES was put on CAP for the IID program; in the process of researching our options and discussing the issue with DOEA; new state wide system, eCIRTS, continues to have major issues with reporting, billing and data entry; participation in a statewide
Technology Workgroup to see what kinds of additional technology we can incorporate to provide services to seniors using ARP funds; continue to have a high volume of calls per week, now averaging 500. As of Thursday February 10, our HelpLine backlog is 23.5 days; the agency continues to be affected by the omicron virus with several staff out with the illness or exposed and isolating. This is affecting productivity. The agency continues to require masks in public spaces, encourages regular handwashing, is wiping down surfaces and continues to have a remote hybrid work schedule with most meetings being held virtually; Executive Director continue 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 42 meetings both virtual/face to face for the period 1/10 to 2/11.

There were comments on any findings or formula to recruit high quality people to address the problem of resignations at the HelpLine. This was addressed by Ann Marie Winter.

There was a question on whether the AAAPP conducts exit interviews and the reasons for leaving were asked. This was addressed by Wendy Arroyo, Human Resources Administrator.

**Agenda Item #17 – Board Members Comment**
Robert Hatfield commented that it is troubling on the Scenario presentation that the screening instruments when all of a clients information is not included by the client for example the client has two forms of cancer and not indicated in depth by the client, is it not allowed by the Helpline to find out more to improve the clients score at the time of screening or follow-up thereafter on the client so that the clients score can be improved.

**Agenda Item #18 – Open Agenda/Public Comments**
None.

**Agenda Item #19 – Adjourn**
There being no other items for discussion the meeting adjourned at 11:02 a.m.

Respectfully Submitted, Anne Corona, Secretary

Approved if signed

Virginia Cruz
Recording Secretary

Date__________________________
Other Persons/Public Present on Teams
Courtney Vandenburg, Executive Aide to Commissioner Charlie Justice
Todd Pillars, executive Aide to Commissioner Christina Fitzpatrick