

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS MEETING MINUTES
HELD AT AAAPP CONFERENCE ROOM, 9549 KOGER BLVD
ST. PETERSBURG, FL 33702
SEPTEMBER 18, 2023**

Board Members Present

President, Stuart Strikowsky
Treasurer, David Alvarez
Barbara Sheen Todd
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Chris Comstock
Judge George Jirotko, 6th Judicial Circuit
Julie Hale
Mai Vu
Lena Wilfalk
Paula O'Neil, PhD

Board Members Not Present:

Vice President, Anne Corona (excused)
Secretary, Audrey Baria (excused)
Immediate Past President, Charlie Robinson (excused)
Gary Bradford, Commissioner, Pasco Board of County Commissioners (excused)
Lisa Shippy-Gonzalez (excused)

Others Present on Teams

Virginia Rowell

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
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Christine Didion, 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
Sandra Brown, Human Resources Manager, Area Agency on Aging of Pasco-Pinellas
Francisco Alvarado, IT Manager, Area Agency on Aging of Pasco-Pinellas
Nora Fitzpatrick, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Eric Gerard, Largo Commissioner; Chair, Advisory Council, Area Agency on Aging of Pasco-Pinellas

Colleen Flynn, Legal Counsel, Area Agency on Aging of Pasco-Pinellas
Courtney Vandenberg, Commissioner Justice's Office
Christine Kuhn, Senior Director, Gulf Coast JFCS

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors meeting was held on Monday September 18, 2023, at 9549 Koger Blvd, St. Petersburg, FL 33702. President Stuart Strikowsky called the meeting to order at 9:32 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

There were no public comments for items on the agenda.

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

REQUEST FOR PROPOSAL – OAA/LSP CHORE SERVICES – PINELLAS COUNTY

Christine Didion, Director of Program Accountability, announced that no viable letters of intent for the OAA/LSP Chore Services Pinellas County RFP were received, so the RFP will be terminated. She added that the staff recommends that AAAPP submit a Direct Service Waiver to DOEA to seek approval to provide Chore Services directly to seniors in Pinellas County. Barbara Sheen Todd made the motion to approve the recommendation and Paula O'Neil seconded the motion. None opposed, motion carried.

Agenda Item #7 – Consent Agenda

David Alvarez made a motion to approve the Consent Agenda. Barbara Sheen Todd seconded the motion. None opposed, motion carried.

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

None.

Agenda Item #9 – Executive Committee Report

President Stuart Strikowsky shared that the Executive Committee met and reviewed Ann Marie Winter's evaluation for September 2022 - August 2023 initiated by President Stuart Strikowsky. The Committee provided input to the President and took final action to finalize the evaluation at the meeting. He also shared that the Executive Committee discussed a raise for the Executive Director effective October 1, 2023. The Committee moved and approved that the AAAPP Board of Directors approve a 3% salary increase and a \$500 bonus be given to Ms. Winter in recognition of her outstanding performance. Mai Vu motioned to approve the recommendation and Chris Comstock seconded the motion. None opposed, motion carried. Lastly, President Strikowsky added that the Executive committee also discussed the 2024 Goals for the Executive Director. Those goals are:

1. Focus on completing Year 1 Strategic Plan goals and strategies and begin implementing Year 2 Strategic Plan goals and strategies.
2. Identify additional funding to address end of ARP funding as of September 2024.

3. Assist Board of Directors to revise AAAPP By Laws in accordance with DOEA Governance contract requirements and develop strategy to identify new Board Members to replace those 5 members who will come off the Board in 2024.

Paula O'Neil motioned to approve the goals on which the Executive Director will be evaluated in 2024 and Chris Comstock seconded the motion. None opposed, motion carried.

Agenda Item #10 – Delegation of Authority

The Executive Committee discussed the Delegation of Authority and revised the order of succession. The Committee made a motion to recommend the revised Delegation of Authority be approved by the AAAPP Board of Directors.

None opposed, motion carried.

Agenda Item #11 – Membership and Nominating Committee Report

Charlie Justice shared that the Membership and Nominating Committee discussed the new DOEA Governance Requirements. The Committee made a motion and a 2nd to recommend that the AAAPP Board of Directors sign the DOEA Governance Contract before September 30, 2023. The Committee also recommended:

- A. Board Members who are coming off the Board in 2024 will be invited to apply for a seat on the AAAPP Advisory Council.
- B. Board Members will be invited to identify potential board members and invite them to a AAAPP Board Fundraising event to be held before December 31, 2023.
- c. Board Members will be encouraged to identify members of faith-based institutions, academia, hospital administration, finance, and elder law attorneys for consideration to the AAAPP Board of Directors.

None opposed, motion carried.

Agenda Item #12 – DOEA Funding

Ann Marie Winter announced that DOEA has notified the AAAPP that the following funds have been contracted to it:

- A. MIPPA (Medicare Improvements for Patients and Providers Act) funding in the amount of \$184,806.75 to be expended between September 1, 2023 through August 31, 2024.
- B. HCE (Home Care for the Elderly) additional funding in the amount of \$63,594, to be expended between July 1, 2023 and June 30, 2024.
- c. ADRC (Aging & Disability Resource Center) additional funding in the amount of \$59,832 to be expended between July 1, 2023 and June 30, 2024.

Judge George Jirotko made the motion to approve the funding and Lena Wilfalk seconded the motion. None opposed, motion carried.

Agenda Item #13 – Bonuses for AAAPP Staff

Treasurer David Alvarez shared that the Finance Committee discussed a request from the Executive Committee that the staff receive a one-time bonus of \$500. The Committee made a motion and a 2nd to recommend that the AAAPP Board of Directors approve a \$500 to all staff who have been

employed with AAAPP for at least six months, are in good standing with a current satisfactory performance evaluation and are not in their resignation period. Staff employed before April 1, 2023; will receive the bonus in October. Staff employed on or after April 1, 2023 will receive the bonus when they reach their 6th month anniversary with AAAPP provided that they meet all bonus policy criteria. The Staff set aside \$33,000 of AAAPP's unrestricted net assets to provide the bonus. No Department of Elder Affairs funding will be used to pay the bonus.

None opposed, motion carried.

Agenda Item #14 – Area Plan Contract Module for FY2024

Ms. Paula Moore, Chief Financial Officer, presented the contract module for FY2024 Area Plan. She walked through the supporting documents including the C.I.A Federal Allocation to the Planning and Service Area, the C.I.G Area Wide Funding Summary, and the C.I.F.1 & 2 Allocations by County and Funding source. There were questions which Paula Moore addressed. Judge George Jirtoka motioned to approve to the contract module for submission to the DOEA and Barbara Sheen Todd seconded the motion. None opposed, motion carried.

Treasurer David Alvarez recommended that, beginning in 2024, the Area Plan Contract Module be brought to the Finance Committee first for their review. Charlie Justice recommended that next year a Board meeting be dedicated to Budget 101 primer for all Board members.

Agenda Item #15 – Area Agency on Aging of Pasco-Pinellas Agency Budget for FY 2024

Ms. Paula Moore, Chief Financial Officer presented the Agency Budget for FY2024. She noted that the Budget Comparison to the previous year reflects an overall change of 9%. The Agency Budget by Program provides for up to 3% increase in salaries, a \$500 bonus for eligible staff, and a 10% increase in health insurance. There were questions which Paula Moore addressed. Judge George Jirtoka moved to approve the budget and Charlie Justice seconded the motion. None opposed, motion carried.

Agenda Item #16 – 2024-2027 Area Plan Goals and Objectives

Jason Martino, Director of Planning, and City of Largo Commissioner Eric Gerard, Advisory Council Chair, presented a summary of the 2024-2027 Area Plan Goals & Objectives covering CY2024, for review and approval prior to submission to the DOEA. Chris Comstock motioned to approve the goals and objectives and Barbara Sheen Todd seconded the motion. None opposed, motion carried.

Agenda Item #17 – Client Scenario

Tawnya Martino, ARDC Director, presented information about a client on the Agency's waitlist to illustrate the specific health needs seniors have while they wait to be released from the waitlist.

Agenda Item #18 – President Report

Board President Stuart Strikowsky had nothing to report.

Agenda Item #19 – Executive Directors Report

The Executive Director yielded the floor to Jason Martino, Director of Planning, to give a summary of the agency's response to Hurricane Idalia. She also summarized the Executive Report that was sent to the Board and answered questions related to it.

Agenda Item #20 – Board Members Comments

Board members commented as follows:

- Chris Comstock congratulated the staff on their work as Hurricane Idalia approached and during the aftermath.
- Julie Hale shared that she attended the Florida Supportive Housing Coalition's Shaping the Future 2023 Summit with Ann Marie Winter. She added that it was very affirming to be part of an event where everyone agreed how importance it was to eliminate homelessness and develop more affordable housing.

Agenda Item #21 – Open Agenda/Public Comments

President Stuart Strikowsky noted that the next Board meeting will be held in Pasco County. Nora Fitzpatrick, Executive Assistant, will investigate if we can use the Teams platform. Teams will only be available if we have an in-person quorum.

Agenda Item #22 – Adjourn

There being no other items for discussion the meeting adjourned at 10:56 a.m.

Respectfully Submitted,

Audrey Baria, Secretary

Nora Fitzpatrick
Recording Secretary

Approved if signed

Date _____