

**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  
May 20, 2024 / 9:30 A.M.**

**Board Members Present**

President, Stuart Strikowsky  
Vice President, Anne Corona  
Commissioner Charlie Justice, Pinellas Board of County Commissioners  
Virginia Rowell  
Julie Hale  
Lena Wilfalk  
Mai Vu  
Treasurer, David Alvarez

**Board Members Not Present:**

Secretary, Audrey Baria, MD  
Lisa Shippy-Gonzalez  
Commissioner Seth Weightman, Commissioner Pasco Board of County Commissioners

**Others Present on Teams**

Paula O'Neil, PhD  
Judge George Jirotko, 6<sup>th</sup> Judicial Circuit  
Chris Comstock

**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  
Christine Krohn, Director Elder Services, 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, May 20, 2024, in the AAAPP Conference Room, 9549 Koger Blvd. N., St. Petersburg, FL 33702. President Stuart Strikowsky called the meeting to order at 9:33 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**

None

**Agenda Item #7 – Consent Agenda**

David Alvarez made the motion to approve the Consent Agenda. Commissioner Charlie Justice seconded the motion. None opposed, motion carried.

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

None.

**Agenda Item #9 – Membership & Nominating Committee**

Commissioner Charlie Justice, Chair, Nominating & Membership Committee shared that the Membership & Nominating Committee met on March 26, 2024, and reviewed the 8 applications for vacant and soon to be vacant seats on the AAAPP Board of Directors and made a motion to recommend that the Board consider the following:

- Helen Levine is recommended to be elected to the seat replacing Barbara Sheen Todd and if approved, her first term would begin with the June 2024 meeting and end March 2027.
- April Hill is recommended to be elected to the seat replacing Charlie Robinson and if approved, her first term would begin June 2024 meeting and end March 2027.
- Michelle Cyr is recommended to replace one of the soon to be vacant seats. Her first term would be August 2024 meeting and end March 2027.

Ann Marie Winter, Executive Director, suggested an amendment to the motion stating that the three new members would begin their terms immediately after the June 2024 Board meeting. Commissioner Charlie Justice accepted the amendment. The Board voted on the motion made by the committee to elect all three candidates. None opposed, motion carried.

**Agenda Item #10 – General Revenue Continuing Application Rates for Contract Year 2023-2024 for CCE Lead Agencies**

Julie Hale, Chair of the Program Planning and Development Committee, shared that the Committee met via Teams Meeting on May 6, 2024, and reviewed the AAAPP’s staff recommendation to designate for Fiscal Year 2024-2025. Pasco County Senior Services is the current Lead Agency for Pasco County and Gulf Coast Jewish Family and Community Services, Inc. is the current Lead Agency for Pinellas County. The Committee made a Motion to approve the staff’s recommendation.

The Board voted on the motion made by the committee. None opposed, motion carried.

**Agenda Item #11 – DOEA Funding**

Ann Marie Winter, AAAPP Executive Director, said that the Department of Elder Affairs notified the AAAPP that the agency will receive \$348,599.51 in funding for its SHINE program with a contract start date of April 1, 2024, and ending March 31, 2025. This represents a \$5,000 increase over last year. Virginia Rowell made the motion to approve the funding and Lena Wilfalk seconded the motion. None opposed, motion carried.

**Agenda Item #12 – Board Retention and Recruitment Plan**

Ann Marie Winter, AAAPP Executive Director, explained that the AAAPP is required to implement a Board Retention & Recruitment Plan, effective April 2024, per the DOEA Contract of Governance. She shared the *Draft Board Retention & Recruitment Plan, the AAAPP Board Application, and AAAPP Board Interview Questionnaire*. David Alvarez made the motion to approve the *Draft Board Retention & Recruitment Plan* and Commissioner Charlie Justice seconded the motion. None opposed, motion carried.

**Agenda Item #13 – AAAPP Board of Directors Draft Revised By Laws**

Ann Marie Winter, AAAPP Executive Director, shared that the AAAPP must revise its By Laws by June 30, 2024, to be in compliance with the DOEA Governance contract. Ms. Winter asks that the AAAPP Board of Directors review and approve the draft revised By Laws. Ms. Winter read all the proposed changes and that this is considered the first reading of the By Laws. There were questions which Ms. Winter and Ms. Flynn addressed. Commissioner Charlie Justice made the motion to approve the first draft of the By Laws. David Alvarez seconded the motion. None opposed, motion carried.

The second reading of the ByLaws will be at the June 17, 2024, AAAPP Board of Directors meeting and if approved, will be considered final and be implemented immediately following the meeting.

**Agenda Item #14 – AAAPP Board Evaluation**

Ann Marie Winter, AAAPP Executive Director, shared that as per the DOEA Governance contract, the AAAPP Board of Directors are required to conduct a self-evaluation and a full Board evaluation annually by June 30. A link will be shared with the Board so that each director can complete both the self-evaluation and full Board evaluation no later than May 31, 2024. The data will be compiled and shared with the AAAPP Board of Directors at the June 2024 Board meeting with results to be shared with the Secretary of the Department of Elder Affairs. Commissioner Charlie Justice made the motion to approve instituting an annual self-evaluation and full Board evaluation. Virginia Rowell seconded the motion. None opposed, motion carried.

**Agenda Item #15 – Pinellas Community Foundation Grant Agreement**

Ann Marie Winter, AAAPP Executive Director, informed the Board that the Pinellas Community Foundation will provide the AAAPP with a grant of \$100,000 to benefit seniors who have needs related to direct costs of housing in St. Petersburg as per their donor’s restricted gift. Commissioner Charlie Justice made the motion to approve the grant agreement. Lena Wilfalk seconded the motion. None opposed, motion carried.

**Agenda Item #16 – AAAPP Unaudited Statement of Financial Position Year-to-Date March 31, 2024**

Ms. Kristina Jalazo, VP of Finance, shared the AAAAPP Unaudited Statement of Financial Position Year-to-Date March 31, 2024. Anne Corona made the motion to approve the Statement of Financial Position. David Alvarez seconded the motion. None opposed, motion carried.

**Agenda Item #17 – AAAPP Unaudited Statement Revenue and Expenditure Year-to-Date March 31, 2024**

Ms. Kristina Jalazo, VP of Finance, shared the AAAAPP Unaudited Statement of Revenue and Expenditures Report Year-to-Date March 31, 2024. Virginia Rowell made the motion to approve the Statement of Revenue and Expenditures Report. Commissioner Charlie Justice seconded the motion. None opposed, motion carried.

**Agenda Item #18 – AAAPP Unaudited Statement of Activities and Changes in Net Assets Year-to-Date March 31, 2024**

Ms. Kristina Jalazo, VP of Finance, shared the AAAAPP Unaudited Statement of Activities and Changes in Net Assets Year-to-Date March 31, 2024. Anne Corona made the motion to approve the Statement of Activities and Changes in Net Assets. Lena Wilfalk seconded the motion. None opposed, motion carried.

**Agenda Item #19 – Surplus (Deficit) Report by Planning and Service Area (PSA) Year-to-Date March 31, 2024**

Ann Marie Winter, AAAPP Executive Director, presented Surplus (Deficit) Report by Planning and Service Area (PSA) Year-to-Date March 31, 2024. David Alvarez made the motion to approve the Surplus (Deficit) Report. Commissioner Charlie Justice seconded the motion. None opposed, motion carried.

**Agenda Item #20 – Revised Fiscal Year 2023 Fiscal Monitoring Schedule**

Ms. Kristina Jalazo, VP of Finance, presented the revised Fiscal Year 2023 Fiscal Monitoring Schedule. Anne Corona made the motion to approve the revised schedule. Commissioner Charlie Justice seconded the motion. None opposed, motion carried.

**Agenda Item #21 – Bonus Policies**

Ms. Kristina Jalazo, VP of Finance, shared that the Finance Committee met on April 4, 2024, and made a motion to recommend the adoption of two bonus policies. They are *Furthering Education and Professional Development Policy and Length of Service Award Policy*. Anne Corona made the motion to approve Agenda Item #21B. Commissioner Charlie Justice seconded the motion. None opposed, motion carried. The Board voted on the motion to approve Agenda Item #21C. None opposed, motion carried.

**Agenda Item #22 – Older Americans Act Homemaker Expansion Project – Pasco County**

Ms. Christine Didion, Director of Programs, shared that Community Aging and Retirement Services, Inc. dba CARES remains the currently procured Older Americans Act Provider for Homemaking services in Pasco County. To ensure no disruption in homemaker services to Pasco seniors, Ms. Didion stated that additional service providers have been explored to provide Homemaking services in Pasco County with Older Americans Act funds under \$35,000, in accordance with the AAAPP's procurement policy and procedures and Florida Statute 287.057. Those service providers are Pasco Senior Home Care LLC dba Home Instead and Reliance Home Care LLC dba FirstLight Home Care. Vendor agreements were initiated April 1, 2024, and OAA contracts will be issued effective June 1, 2024. Commissioner Charlie Justice made the motion to approve the revised schedule. Lena Wilfalk seconded the motion. None opposed, motion carried.

**Agenda Item #23 – 50<sup>th</sup> Anniversary Celebration Updates**

Kerry Kimball Marsalek, Chief Operating Officer, provided an update on the 2024 luncheon. So far, the event has raised \$75,000 which represents an increase of \$26,000 more than last year. This is for information only.

**Agenda Item #23 – Older Americans’ Month 2024**

Kerry Kimball Marsalek, Chief Operating Officer, presented a report on Older Americans Month (May 2024). She noted that this year’s theme is “Powered by Connection” Which celebrates older adults remaining engaged, independent, and included. This is information only.

**Agenda Item #25 – President’s Report**

President Stuart Strikowsky noted the passing of former AAAPP Board member and Pasco County Commissioner Gary Bradford. Dr. Strikowsky also spoke about attendance issues that the Board is facing and stressed how crucial it is that Board members attend meetings so that the business of the Board and the agency can be conducted.

**Agenda Item #26 – Executive Director’s Report**

Ann Marie Winter, AAAPP Executive Director, referred the Board members to the Executive Director’s Report for May 2024, which was emailed to members prior to the meeting. Ms. Winter addressed Board questions and comments related to the report.

**Agenda Item #27 – Board Members’ Comments**

Julie Hale discussed AAAPP’s successful Pinellas Senior Housing Roundtable that was held on May 9, 2024.

**Agenda Item #28 – Open Agenda/Public Comments**

None.

**Agenda Item #29 – Adjourn**

There being no other items for discussion, the meeting adjourned at 10:46 a.m.

Respectfully Submitted,

Approved, if signed.

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Nora Fitzpatrick  
Recording Secretary

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Audrey Baria, Secretary

Date\_\_\_\_\_