

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
AAAPP CONFERENCE ROOM, 9549 KOGER BLVD N, ST. PETERSBURG, FL 33702  
NOVEMBER 18, 2024 / 9:30 A.M.**

**Board Members Present**

President, Stuart Strikowsky  
Vice President, Anne Corona  
Secretary, Audrey Baria  
Treasurer, David Alvarez  
Lena Wilfalk  
Julie Hale  
Mai Vu  
Michelle Cyr  
Anthony Koffman  
Lisa Shippy-Gonzalez

**Board Members on Teams**

Commissioner René Flowers, Pinellas County Board of County Commissioners

**Board Members Not Present**

Helen Levine  
Seth Weightman, Pasco County Board of County Commissioners  
April Hill

**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  
Christine Didion, Director Programs, 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  
Nora Fitzpatrick, Executive Assistant, Area Agency on Aging of Pasco-Pinellas  
Christine Krohn, 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, November 18, 2024, in the AAAPP Conference Room, 9549 Koger Blvd. N., St. Petersburg, FL 33702. Dr. Strikowsky called the meeting to order at 9:35 a.m.

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

Dr. Stuart Strikowsky invited the audience to introduce themselves, which they did.

**Agenda Item #3 – Public Meeting Notice**

Ms. Ann Marie Winter, Executive Director, 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**

None

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

None

**Agenda Item #7 – Consent Agenda**

Mr. David Alvarez made the motion to approve the Consent Agenda. Dr. Audrey Baria seconded the motion. None opposed, motion carried.

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

None.

**Agenda Item #9 – Program Planning and Development Committee**

Chair Julie Hale reported that the Program Planning and Development Committee met November 7, 2024, and made a motion to recommend that the AAAPP Board of Directors award Pasco Senior Home Care LLC dba Home Instead Senior Care in East Pasco County the OAA/LSP contract to provide OAA Title IIIB Homemaker services to East Pasco County, effective January 1, 2025. The Board voted on the motion made by the committee and the motion was approved unanimously.

**Agenda Item #10 – Conflict of Interest Form 2025**

Ms. Ann Marie Winter, Executive Director, shared that the AAAPP requires the Board of Directors to complete Conflict of Interest forms annually. She requested that the form be completed and returned to the AAAPP as soon as possible.

**Agenda Item #11 – Board Meeting Schedule**

Ms. Ann Marie Winter, Executive Director, shared the schedule of Board meetings for 2025. She said that AAAPP Board of Directors will meet 10 times in 2025 on the 3rd Monday of the month with the exception of January and February 2025 when the Board will meet on the 4th Monday of the month. Ms. Winter noted that the AAAPP Board will hold its meetings in Pasco County in February, April and October 2025. There are no meetings in July and December.

**Agenda Item #12 – Investment Recommendation**

Ms. Kristina Jalazo, Vice President of Finance, shared that as per the Investment Policy, staff presented a recommendation to the Finance Committee that met on October 17, 2024 about the investment of additional funds. The Finance Committee reviewed the

recommendation and made a motion to recommend that the AAAPP Board of Directors approve the Investment Recommendation of \$200,000 to the UBS account. The Board voted on the motion made by the committee and the motion was approved unanimously.

**Agenda Item #13 – AAAPP Budget Approval Process**

Ms. Kristina Jalazo, Vice President of Finance, said that staff presented the AAAPP Budget for Fiscal Year 2025 to the Finance Committee that met on October 17, 2024. The Finance Committee reviewed and discussed the document and made a motion to recommend that the Board of Directors approve the 2025 AAAPP Budget. The Board voted on the motion made by the committee and the motion was approved unanimously.

**Agenda Item #14 – One Time Payment to Staff**

Ms. Kristina Jalazo, Vice President of Finance, shared that staff presented a recommendation to the Finance Committee that met on October 17, 2024 for a one-time payment to staff to bring 2024 Compensation to as close to the median range of Board approved pay grades, in accordance with the Agency’s Bonus policy. She noted that any such payments made to staff come from agency funds and said that no DOEA funds are used to pay one-time payments to staff. The Finance Committee made a motion to recommend that the Board of Directors approve the proposed one-time payments to staff who meet the Bonus Policy criteria. The Board voted on the motion made by the committee and the motion was approved unanimously.

**Agenda Item #15 – Hurricane Disaster Recovery Program**

Kerry Kimball Marsalek, COO and Emergency Coordinating Officer, spoke about the agency’s hurricane recovery efforts and progress to date.

**Agenda Item #16 – Client Scenario**

Ms. Tawnya Martino, ARDC Director, presented information about a client on the Agency’s Waitlist to illustrate the issues clients are having prior to receiving a service.

**Agenda Item #17 – President’s Report**

None

**Agenda Item #18– Executive Director’s Report**

Ms. Ann Marie Winter, Executive Director, thanked the Board for approving the one-time payment to staff. She thanked Ms. Christine Didion and her team for their work on the RFQ and also thanked Ms. Kerry Marsalek and Ms. Kristina Jalazo for serving on the RFQ review team. Lastly, she informed the Board about the Silver Santa project and asked members to participate if they were interested.

**Agenda Item #19 – Board Member Comments**

Board members discussed Hurricane recovery efforts, the waitlist for services, and the need for additional members on the Finance Committee.

**Agenda Item #20 – Open Agenda/Public Comment**

There were no Public Comments.

**Agenda Item #21 - Adjourn**

There being no other items for discussion, the meeting adjourned at 10:30 a.m.

Respectfully Submitted,

Approved, if signed.

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Nora Fitzpatrick  
Recording Secretary

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Audrey Baria, Secretary

Date \_\_\_\_\_