

# Agenda



---

**Board of Directors Meeting  
May 20, 2024 / 9:30 AM  
AAAPP Conference Room**

**AGENDA ITEM #1 CALL TO ORDER**

**AGENDA ITEM #2 INTRODUCTION OF AUDIENCE**

**AGENDA ITEM #3 PUBLIC MEETING NOTICE**

**AGENDA ITEM #4 ROLL CALL**

**AGENDA ITEM #5 PUBLIC COMMENT FOR ITEMS ON AGENDA**

**AGENDA ITEM #6 ADDENDUM ITEM (S) OR ANY ITEM REQUIRING DISCUSSION**

**AGENDA ITEM #7 CONSENT AGENDA**

- A. Board Meeting Minutes – March 18, 2024.
- B. Board Meeting Minutes – April 15, 2024
- C. Waitlist Report as of 5/01/2024.
- D. New Vendor

- 1. Jopa Realty Investments, Inc. dba Bath Fitter – Home Improvement and Material Aid Vendor for Community Care for the Elderly, Home Care for the Elderly, and Alzheimer’s Disease Initiative for Pinellas and Pasco Counties

*Additional Material: Attached Handouts.*

*Action Recommended: Motion for Approval.*

**AGENDA ITEM #8 ITEMS FOR DISCUSSION FROM THE CONSENT AGENDA**

**AGENDA ITEM #9 MEMBERSHIP & NOMINATING COMMITTEE**

**Commissioner Charlie Justice, Chair, Nominating & Membership Committee**

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 motioned 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 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-March 2027.
- Jessica Hoge and Anthony Koffman have been interviewed for one of the soon to be vacant seats. The Committee will meet again to review those applications and interview responses and will make recommendations to the Board by the June 2024 meeting.
- The other applicants are not under consideration for AAAPP Board of Directors seats.

Additional Material:

A. Helen Levine - Application

B. April Hill - Application and CV

C. Michelle Cyr - Application and CV

Action Recommended: Vote on the motion made by the Committee.

**AGENDA ITEM #10 GENERAL REVENUE CONTINUING APPLICATION RATES FOR CONTRACT YEAR 2023-2024 FOR CCE LEAD AGENCIES PROGRAM PLANNING AND DEVELOPMENT COMMITTEE REPORT Chair, Julie Hale**

The Committee met via Teams Meeting on May 6, 2024, and reviewed the following:

AAAPP Program and Fiscal Staff have conducted reviews of the continuing applications received from the two agencies currently designated as Lead Agencies in PSA 5 for continued consideration 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.

Additional Material: Unit Rate Sheet

Action Recommended: Vote on the motion made by the Committee.

**AGENDA ITEM #11 DOEA FUNDING**

**Ann Marie Winter, AAAPP Executive Director**

The Department of Elder Affairs has notified the AAAPP that it 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.

*Additional Materials: None*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #12 BOARD RETENTION & RECRUITMENT PLAN**

**Ann Marie Winter, Executive Director**

As per the DOEA Contract of Governance, the AAAPP is required to implement a Board Retention & Recruitment Plan, effective April 2024.

*Additional Materials: A. Draft Board Retention & Recruitment Plan*

*B. AAAPP Board Application*

*C. AAAPP Board Interview Questionnaire*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #13 AAAPP BOARD OF DIRECTORS DRAFT REVISED BYLAWS**

**Ann Marie Winter, Executive Director**

As per DOEA's Governance contract, the AAAPP must revise its ByLaws to be in compliance as of June 30, 2024. The AAAPP Board of Directors will review and approve the draft revised By Laws. This is the first reading of the By Laws.

*Additional Materials: A. Redlined Draft Revised ByLaws*

*B. Signed DOEA Governance contract*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #14 AAAPP BOARD EVALUATION**

**Ann Marie Winter, Executive Director**

As per the DOEA Governance contract, the AAAPP Board of Directors will 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 their next Board meeting with results to be shared with the Secretary of the Department of Elder Affairs.

*Additional Materials: The link to the evaluation will be sent out after the meeting.*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #15 PINELLAS COMMUNITY FOUNDATION GRANT AGREEMENT**

**Ann Marie Winter, Executive Director, AAAPP**

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.

*Additional Materials: None*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #16 AAAPP UNAUDITED STATEMENT OF FINANCIAL POSITION YEAR-TO-DATE MARCH 31, 2024**

**Ms. Kristina Jalazo, VP of Finance**

AAAAPP Unaudited Statement of Financial Position Year-to-Date March 31, 2024 will be presented.

*Additional Material: AAAPP Unaudited Statements of Financial Position Year-to-Date March 31, 2024*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #17 AAAPP UNAUDITED STATEMENT OF REVENUE AND EXPENDITURE REPORT YEAR-TO-DATE MARCH 31, 2024**

**Ms. Kristina Jalazo, VP of Finance**

AAAAPP Unaudited Statement of Revenue and Expenditures Report Year-to-Date March 31, 2024 will be presented.

*Additional Material: AAAPP Unaudited Statement of Revenue and Expenditure Year-to-Date March 31, 2024*

*Action Recommended: Motion to Approve.*

**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**

AAAAPP Unaudited Statement of Activities and Changes in Net Assets Year-to-Date March 31, 2024 will be presented.

*Additional Material: AAAPP Unaudited Statement of Activities and Changes in Net Assets Year-to-Date March 31, 2024*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #19 SURPLUS (DEFICIT) REPORT BY PLANNING AND SERVICE AREA (PSA) YEAR-TO-DATE MARCH 31, 2024**

**Ms. Ann Marie Winter, Executive Director, AAAPP**

Surplus(Deficit) Report by Planning and Service Area (PSA) Year-to-Date March 31, 2024 will be presented.

*Additional Material: A. Surplus(Deficit) Report by Planning and Service Area (PSA) Year-to-Date March 31, 2024*

*B. Contract Term Key*

*Action Recommended: Motion to Approve*

**AGENDA ITEM #20 REVISED FISCAL YEAR 2023 FISCAL MONITORING SCHEDULE**

**Ms. Kristina Jalazo, Vice President of Finance**

The revised Fiscal Year 2023 Fiscal Monitoring Schedule will be presented.

*Additional Material: 2024 Fiscal Monitoring Schedule*

*Action Recommended: Motion to Approve*

**AGENDA ITEM #21 BONUS POLICIES**

**Kristina Jalazo, VP of Finance**

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*.

*Additional Materials: A. Current Bonus Policy as approved September 12, 2022.*

*B. Furthering Education and Professional Development Policy draft*

*C. Length of Service Award Policy draft*

*Action Recommended: Vote to Approve Committee Recommendations*

**AGENDA ITEM #22 OLDER AMERICANS ACT HOMEMAKER EXPANSION PROJECT – PASCO COUNTY**

**Christine Didion, Director of Programs**

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, 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.

*Additional Materials: None*

*Action Recommended: Motion to Approve.*

**AGENDA ITEM #23 50<sup>th</sup> ANNIVERSARY CELEBRATION UPDATE**

**Kerry Kimball Marsalek, Chief Operating Officer** will provide an update on the 2024 luncheon.

*Additional Material: Confirmed Sponsors*

*Action Recommended: None. For Information Only.*

**AGENDA ITEM #24 OLDER AMERICANS' MONTH 2024**

**Kerry Kimball Marsalek, Chief Operating Officer**

A report on Older Americans Month (May 2024) will be presented. This year’s theme is “Powered by Connection” and celebrates older adults remaining engaged, independent and included.

*Additional Materials: List of Scheduled Older American Proclamations*

*Action Recommended: For Information only, No action necessary.*

**AGENDA ITEM #25 PRESIDENT’S REPORT**

**AGENDA ITEM #26 EXECUTIVE DIRECTOR’S REPORT**

**AGENDA ITEM #27 BOARD MEMBER COMMENTS**

**AGENDA ITEM #28 OPEN AGENDA/PUBLIC COMMENTS**

**AGENDA ITEM #29 ADJOURN**

If you are a person with a disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance.

Please contact the Area Agency on Aging of Pasco-Pinellas, Inc. at (727) 570-9696, ext. 233 within three working days of the meeting.

**\*\*\*THIS MEETING IS OPEN TO THE PUBLIC\*\*\***

---

## EVENTS CALENDAR

### AREA AGENCY ON AGING OF PASCO-PINELLAS

May 20, 2024 – June 17, 2024

---

June 7, 2024	AAAPP Annual Luncheon – 50 <sup>th</sup> Anniversary Hale Senior Activity Center 330 Douglas Avenue Dunedin, FL 34698 11:30 am – 1:00 pm
June 6, 2024	Finance Committee Meeting 9:30 a.m. – 10:30 a.m. Via Teams
June 17, 2024	Board of Directors Meeting 9:30 a.m. – 11:00 a.m. AAAPP Conference Room