

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS MEETING MINUTES
June 21, 2021**

Board Members Present in Person

Vice President, Stuart Strikowsky
Treasurer, Camille Hernandez, Mayor City of Dade City
Audrey Baria
Barbara Sheen Todd
Julie Hale
Robert Hatfield
Sallie Parks
Paul McClintock

Board Members Present Via Teams

President, Charlie Robinson
Secretary, Anne Corona
Chris Comstock
Charlie Justice, Commissioner, Pinellas Board of County Commissioners
Christina Fitzpatrick, Commissioner, Pasco Board of County Commissioners
Lena Wilfalk
David Alvarez
Judge George Jirotko, 6th Judicial Circuit
Virginia Rowell

Board Members Not Present:

Harriet Crozier

Others Present:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, ADRC Director, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas
Kristina Jalazo, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Stacie Bolen, Director of Outreach, 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
David Hochsprung, CPA Cavanaugh & Co. LLP
Jeremiah Scott, IT Consultant, Infotect
Virginia Cruz, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors Meeting was held on Monday June 21, 2021 at 9549 Koger Blvd, Gadsden Bldg, St Petersburg FL 33702. President Charlie Robinson called the meeting to order at 9:38 a.m.

Agenda Item #2 – Introduction of Audience

President Robinson invited the audience to introduce themselves if they wished to, there were no responses.

Agenda Item #3 – Public Meeting Notice

President Robinson 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 person and via teams as per the AAAPP Emergency Bylaws.

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

President Robinson stated that the items on the Consent Agenda were:

Board Meeting Minutes May 17, 2021; Finance Committee Meeting Minutes May 6, 2021; AAAPP Unaudited Statement of Financial Position Year to Date April 30, 2021; AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual Year to Date April 30, 2021; AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date April 30, 2021; Surplus/Deficit Report by Planning and Service Area (PSA) Year to Date April 30, 2021; Monitoring Report(s) - Gulf Coast Legal Services, Inc – Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/LSP Legal Services Program; Pinellas Opportunity Council, Inc – Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/LSP Chore Program; New Vendor(s) - A Palms Personal Care & Homemaking Services, LLC – Community Care for the Elderly, Home Care for the Elderly, Alzheimer’s Disease Initiative, Older Americans Act Title IIIE; 2. TLC Adult Day Care and Recreation Center, Inc. – Community Care for the Elderly, Home Care for the Elderly, Alzheimer’s Disease Initiative, Older Americans Act Title IIIE; Opal Rose Home Care and Companion Services, LLC – Community Care for the Elderly, Home Care for the Elderly, Alzheimer’s Disease Initiative, Older Americans Act Title IIIE; Waitlist Report – June 7, 2021.

There were no questions nor comments. Ms. Sallie Parks made a motion to approve the Consent Agenda. Mayor Camille Hernandez seconded. None opposed, motion carried.

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

None.

Agenda Item #9 – 2020 Draft Financial Statements and Compliance Audit Reports

Mr. David Hochsprung, of Cavanaugh & Co. LLP Certified Public Accountants presented a PowerPoint presentation of the 2020 Draft Financial Statements and Compliance Audit Reports. Mr. Hochsprung reported that there is a new accounting standard on operating leases. This will have an impact in the coming years and will have to be addressed. Mr. Hochsprung also highlighted the increases in rent expenses and accounting standards for recording rent in the Balance Sheet. There were no questions nor comments. Mayor Camille Hernandez made a motion to approve the 2020 Draft Financial Statements and Compliance Audit Reports. Dr Audrey Baria seconded. None opposed, motion carried.

Mayor Hernandez on behalf of the Finance Committee and the staff of the Agency thanked Mr. Hochsprung for his assistance with the Audit.

Agenda Item #10 – Review of Emergency ByLaws

President Charlie Robinson presented for discussion the Emergency ByLaws of the Area Agency on Aging of Pasco Pinellas which was invoked in January 2021. The Board will need to determine if they will continue to be enforced after the June 2021 Board of Directors meeting. Ms. Winter informed that the Governor’s emergency declaration ends on June 25 and any emergency declaration which was issued because of Covid will no longer exist. The Board will need to rescind the Emergency ByLaws and return to in person meeting as of the August 2021 Board meeting. Ms. Colleen Flynn, AAAPP Legal Counsel advised that Emergency ByLaws were permitted by Statute 6170.07 which stated that an emergency exists if a quorum of the corporations Directors cannot readily be assembled because of some

catastrophic event. The Emergency Bylaws can be terminated by Board action or the President in conjunction with the Executive Director. Judge George Jirotko made a motion to rescind the Emergency ByLaws requirement of the Area Agency on Aging of Pasco Pinellas and return to regular in person meetings as of the August 2021 Board of Directors meeting. Dr Audrey Baria seconded. None opposed, motion carried.

Agenda Item #11 – Program Planning and Development Committee Report

Chair, Julie Hale reported that the Committee met by Teams meeting on June 7, 2021 and reviewed the 2021 – 2022 General Revenue Vendor Unit Rates for the Community Care for the Elderly, Alzheimer's Disease Initiative and Home Care for the Elderly programs. The Program Planning and Development Committee recommended a Motion to approve the proposed General Revenue Vendor Unit Rates for Pasco County and Pinellas County. The motion was approved by the Board. None opposed, motion carried.

Agenda Item #12 - Program Planning and Development Committee Report

Chair, Julie Hale reported that the Committee met by Teams meeting on June 7, 2021 and reviewed the 2021-2022 CCAA Vendor Unit Rates. Chair Julie Hale informed that the AAAPP staff presented proposed Vendor Unit Rates for the Older Americans Act Expanding COVID-19 Vaccinations via the Aging Network program. The Program Planning and Development Committee recommended a Motion to approve the proposed CCAA Vendor Unit Rates. The motion was approved by the Board. None opposed, motion carried.

Agenda Item #13 – Client Scenario

Ms. Tawnya Martino, ADRC Director presented a scenario of an 85-year-old female client who lives alone in Pasco County, her daughter contacted the Helpline in August 2020 seeking in home help for her parents when the daughter was contacted to complete the initial screening the father passed away two days prior. The client is diagnosed with dementia, her monthly income is \$1300, her overall health is fair – suffers from high blood pressure, heart and kidney problems, asthma and had lost more than 10 pounds over the past months. Based on the client's screening, she requires assistance with eating, heavy chores, housekeeping, using the telephone, managing money, preparing meals, managing medication, shopping and transportation. However, she is able to bathe independently with the use of assisted devices. She was placed on the waitlist for CCE, Medicaid Managed Long Term Care, OAA Home Delivered Meals, OAA Adult Day Care and OAA Home Maker Services. Her score was 30 ranked 3, (ranks are 1-8; 8 being the highest). She is not likely to be released from the waiting list soon. The primary reason why her score is low is because she doesn't need much assistance with activities of daily living. This is a scenario of a client who is on the wait list but not likely to receive services soon. There was a question on whether we are optimistic for a decline of the waitlist, or it is worsening. This was addressed by Ms. Tawnya Martino.

Agenda Item #14 – President Report

President Robinson stated that he looks forward to the upcoming meetings with the Strategic Planning Committee, the Executive Committee and the next in person Board of Directors meeting. Thanked the Executive Director, Ms. Ann Marie Winter, Director of Outreach, Ms. Stacie Bolen and all persons who were involved in the success of the virtual event.

Agenda Item #15 – Executive Directors Report

The Executive Director thanked Ms. Stacie Bolen, Director of Outreach for organizing the event and appreciates the positive feedback. Thanked Ms. Sallie Parks for being an awesome co-host and presenter. Thanked Board members for their commitment, support, and their contribution of \$2250 towards sponsorship. A total of \$32,000 was raised, more than any other event of the past.

The Executive Directors reported on the following: The AAAPP first ever virtual Annual Event held on Thursday, June 17, 2021, will report net revenue at the August Board meeting; working to allocate funds for the 2021 -2022 contract year for General Revenue funds for CCE, HCE, ADI, LSP; working closely

with our lead agencies to ensure all General Revenue funds are spent by June 30; Increase in Medicaid releases, and workforce issues, met with DOEA to discuss the situation; project to spend 95-100% of those 3 GR budgets; DOEA to receive \$106,000,000 in American Rescue Plan; implementation of an evidenced based program to assist caregivers who care for those with dementia related disorders; the Savvy Caregiver program will roll out in July in both Pinellas and Pasco Counties, attached flyer for more information; working with Board Member Commissioner Charlie Justice to fill the vacancy created by Linda Lee's resignation; HelpLine backlog is at 5 days; the AAAPP and our providers are now preparing for our annual DOEA monitoring visit (desk review) which will take place in early October 2021; a proposal submitted to conduct an FCOA workshop has been approved; the Executive Director will be participating on a panel with other aging network leaders to discuss Transitional Care Coordination — Leveraging Community Resources to Deliver for Patients, Families and Payors. The conference is being held virtually in August 2021; SE4A will hold its 2022 conference in Florida on Amelia Island in September 2022; the Executive Director is the Publicity Committee; return to Office is underway with a phased in approach being implemented. All staff returned as of June 14 in a hybrid model, with 3 days working in the office, 2 days working from home; the Executive Director have been asked to sit on the Chapters Health board of directors, her term begins September 2021 and runs through December 2023; the AAAPP will be issuing a RFQ for a new accounting system, have presented this to the Finance Committee and will be making a selection recommendation to the full Board at their September 2021 meeting.; working on finalizing our HIPAA policies and online training platform for all staff to access; the platform has been

Agenda Item #16 – Board Members Comment

Director Chris Comstock complimented the staff for an excellent program for the virtual event.

Agenda Item #17 – Open Agenda/Public Comments

None.

Agenda Item #18 – Adjourn

There being no other items for discussion the meeting adjourned at 10:32 a.m.

Respectfully Submitted,

Anne Corona, Secretary

Approved if signed

Virginia Cruz
Recording Secretary

Date _____

Other Persons/Public Present on Teams

Richard Jenkins

Christine Krohn, GCJFCS