

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES—September 19, 2016

Board Members Present:

President Virginia Rowell, Pinellas County
Vice-President Chris Comstock, Pinellas County
Secretary Linda Lee, Pinellas County
Charles Robinson, Esquire, Pinellas County
Martha Lenderman, Pinellas County
Harriet Crozier, Pinellas County
Barbara Sheen Todd, Pinellas County
Robert Hatfield, Pasco County
Judge George Jirotko, Pasco-Pinellas Circuit
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Mike Wells, Jr., Commissioner, Pasco County Board of County Commissioners
Lounell Britt, Pinellas County
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County
Christine Abarca, Pasco County
Elithia Stanfield, Pinellas County

Board Members on Tele-Conference:

None

Board Members Not Present:

Treasurer Jan Rauer, Pasco County
Mayor Camille Hernandez, City of Dade City, Pasco County
Sallie Parks, Pinellas County
Patricia Malarkey-Stallard, Pasco County

Others Present:

Sally Gronda, Executive Director, Area Agency on Aging of Pasco-Pinellas
Helen King, Deputy Director, Area Agency on Aging of Pasco-Pinellas
Kathy Carleton, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas
Beverly Burton, ADRC Director, Area Agency on Aging of Pasco-Pinellas
Shannon Fernandez, Program Manager, Area Agency on Aging of Pasco-Pinellas
Brenda Black, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas
Peggy Herlache, Program Coordinator, Area Agency on Aging of Pasco-Pinellas
Paul McClintock, Chair, Area Agency on Aging of Pasco-Pinellas Advisory Council
Lenny Waugh, Area Agency on Aging of Pasco-Pinellas Advisory Council
Rebecca Yackal, Area Agency on Aging of Pasco-Pinellas Advisory Council
Deborah Lekenta, Director of Transportation, Neighborly Care Network
Karina Martinez-Arguinzo, Intern, Area Agency on Aging of Pasco-Pinellas
Kathleen Russell, Project Director, Pinellas Opportunity Council
Cristina Spiegel, Advisory Council, Area Agency on Aging of Pasco-Pinellas
Kristina Jalazo, Project Director, GCJFCS
Gabriel Papadopoulos Division Manager, Pasco County Elderly Nutrition
Diane Cunningham, Assistant Elder Nutrition Manager, Pasco County Elderly Nutrition
Marilyn Rupp
Maria Escobales

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors' Meeting was held Monday, September 19, 2016 at the Area Agency on Aging of Pasco/Pinellas, 9549 Koger Blvd. St. Petersburg, FL. President Virginia Rowell called the meeting to order at 9:30 a.m.

Agenda Item # 2 – Introduction of Audience

President Virginia Rowell asked the audience to introduce themselves and welcomed them to the meeting.

Agenda Item # 3 – Public Meeting Notice

President Virginia Rowell announced the meeting was publicly noticed.

Agenda Item # 4 – Roll Call

Ms. Sally Gronda, Executive Director, called the roll. A quorum of board members was present.

Agenda Item # 5 – Approval of Minutes

President Virginia Rowell presented the last meeting's minutes. Judge George Jirotko made a motion to approve the August 22, 2016 Board of Directors' meeting minutes. Ms. Lounell Britt seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 6 – Public Comments for Items on Agenda

None.

Agenda Item # 7 – Guest Speakers

None.

Agenda Item # 8 – Addendum Item (s) or any other Item Requiring Board Discussion

President Rowell stated that there was an Addendum Item and asked Ms. Kathy Carleton to report on the items. Ms. Carleton stated that the Department of Elder Affairs informed us of additional dollars in the amount of \$21,430.00 for the Older Americans Act for a total allocation of \$6,823,456.35 and Ms. Carleton also stated DOEA had also informed the agency of additional dollars in the amount of \$122,154.35 for Nutrition Service Incentive Program making the total allocation \$434,741.35 and extended the contract to 12/31/16. Ms. Carleton stated that going forward the Department decided to change the contract period from Federal Fiscal Year of 10/01 to 09/30 to a new contract period of a calendar year. Ms. Carleton requested a motion to approve funding. Mr. Charles Robinson made a motion to approve funding for both and Ms. Harriet Crozier seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 9 – Special Recognition of Outgoing Executive Director

President Rowell said that she wanted to recognize Ms. Sally Gronda, Executive Director of the Area Agency on Aging of Pasco/Pinellas for her 38 years of which 30 of those years she was the Executive Director. President Rowell spoke about her accomplishments, wonderful qualities and dedication. President Rowell stated that it has been an honor and pleasure working with her all these years and it was her hope that Sally enjoy her retirement years. There were comments made by board members, staff and many of the providers. There were no further questions or comments. Information only, no action necessary.

Agenda Item # 10 – AAAPP Staff Raises

Ms. Kathy Carleton presented the annual raises and recommended that staff who are eligible based on performance and tenure with the agency get raises which are budgeted. Ms. Carleton stated the recommendation of an up-to-3% raise be given to eligible staff, following evaluations and be effective October 1, 2016. There was one comment on the average minimum salary in Florida. There were no further questions or comments. Ms. Lounell Britt made a motion to accept and file for audit, and Commissioner Mike Wells seconded. None opposed, motion carried.

Agenda Item # 11 – Fiscal Monitoring Report

Ms. Kathy Carleton presented a report: Gulf Coast Jewish Family and Community Services Inc. There were no questions or comments. Ms. Harriet Crozier made a motion to accept and file for audit, and Mr. Charles Robinson seconded. None opposed, motion carried.

Agenda Item # 12 – Area Agency on Aging Financial Status

Ms. Kathy Carleton presented the financial statement for the month of July, 2016. Ms. Carleton stated there was an explanation of variance and asked if there were any questions. There were no questions or comments. Fire Commissioner Julie Peluso made a motion to receive and file the Financial Statement. Ms. Christine Abarca seconded the motion. None opposed, motion carried.

Agenda Item # 13 - Surplus/Deficit Report

Ms. Kathy Carleton presented the monthly surplus/deficit report which includes the following funding sources: Title III E; ADI; HCE; CCE; and OAA/LSP; by agency providers for the month of July, 2016. There were no questions or comments. Information only, no action necessary.

Agenda Item # 14 – Area Plan – Program Module

Mr. Jason Martino presented a summary of the Program Module for the 2017-2019 for review and approval to submit to the Department of Elder Affairs. Mr. Martino stated that the Contract Module was brought to the Board in August. There were a few questions (who gave input, goals and objectives) and comments to which Mr. Martino addressed. There were no further questions or comments. Ms. Barbara Sheen Todd made a motion to approve and submit to DOEA and Ms. Harriet Crozier seconded. None opposed, motion carried.

Agenda Item # 15 – Community Focal Point Report

Mr. Jason Martino presented the focal points based on the Community Focal Point standard for re-designation. There were a few questions about locations and a comment to which Mr. Martino addressed. Ms. Martha Lenderman made a motion to approve re-designation of focal points and Ms. Harriet Crozier seconded. None opposed, motion carried.

Agenda Item # 16 – Programmatic Monitoring Reports

Ms. Tawnya Martino presented two reports on: Critical Signal Technologies and Gulf Coast Jewish Family and Community Services, Inc. Ms. Martino stated that there were no issues. There were no questions or comments. Ms. Elithia Stanfield made a motion to accept and file for audit, and Ms. Christine Abarca seconded. None opposed, motion carried.

Agenda Item # 17 – President's Report

President Virginia Rowell acknowledged Ms. Gronda again for all of her wonderful qualities and presented her with a few gifts from the board members. President Rowell also commented on Department of Elder Affairs Secretary Sam Verghese and his resignation.

Agenda Item # 18 – Board Member Comments

There was a discussion on a Farm Share event that was upcoming, John Morroni has been reported to be in remission, a short report on the new Executive Director that will be announced to the public, a short summary on not for profit being recognized, an upcoming Open House for Pinellas Law Library and Department of Elder Affairs.

Agenda Item # 19 – Executive Director's Report

Ms. Sally Gronda spoke about the new Executive Director and wanted to thank everyone and spoke about her time at the agency and about new adventures. Ms. Gronda invited Gabriel Papadopoulos to speak and he commented on his time with the agency and Ms. Gronda.

Agenda Item # 20 – Open Agenda/Public Comment

None.

Agenda Item # 21 – Adjourn

There being no other items for discussion the meeting adjourned at 10:45 a.m.

Respectfully Submitted,

Linda Lee, Secretary

Brenda Black
Recording Secretary

Date _____
Approved if signed