

**AREA AGENCY ON AGING OF PASCO-PINELLAS  
ADVISORY COUNCIL MEETING MINUTES  
September 25, 2017**

**MEMBERS PRESENT:**

Betty Beeler  
Miriam Benitez-Nixon  
Louise Dolsay via Conference Phone  
Barb Epstein  
Mike Estigo  
Samantha Fenger via Conference Phone  
Nancy Giles  
Sharon Lena via Conference Phone  
Carole McLeod  
Cristina Spiegel  
Jodi Vosburgh via Conference Phone  
Lenny Waugh  
Lena Wilfalk  
Becky Yackel via Conference Phone

**MEMBERS ABSENT:**

Beth Aker  
Sue Castonguay  
Kerry Kimball Marsalek

**OTHERS PRESENT:**

Jason Martino, AAAPP  
Helen King, AAAPP  
Ann Marie Winter, AAAPP

**Agenda Item #1 Welcome and Introductions**

Nancy Giles, Acting Chair, Called the meeting to order at 1:35 PM at the Area Agency on Aging of Pasco Pinellas conference room. All present introduced themselves.

**Agenda Item #2 Consent Agenda**

Nancy presented the June 19, 2017 Board of Directors' meeting minutes and the July 10, 2017 Advisory Council meeting minutes for approval. It was moved by Cristina Spiegel and seconded by Lena Wilfalk to approve both the Advisory Council and Board of Directors meeting minutes. None opposed, motion carried.

**Agenda Item #3 Items for Discussion from the Consent Agenda**

There were no questions or comments.

**Agenda Item #4 Executive Director Report**

Ann Marie Winter, Executive Director, announced that Helen King, Deputy Director, will be retiring at the end of the year, and so December 31, 2017 will be her last day. Helen talked a little about her decision and expressed her feelings as well as her appreciation towards the Agency. Helen thanked everyone on the Advisory Council for their service and dedication to the Agency over the years. Ann Marie complimented Helen on all her hard work. Ann Marie moved on to talk about how her first couple of months have been since starting, and that she has made a point to reach out to all of our partner and provider agencies for a better understanding of the Area Agency's functions. She also met with the

Pinellas Delegation members and presented them with our legislative priorities. The meeting with Pasco is being rescheduled due to the hurricane, and so Ann Marie will be presenting before them as well. There will also be one-on-one meetings with each of our representatives and senators in Pasco and Pinellas counties. Ann Marie expressed what an honor it is to work for the Area Agency on Aging and how she is working on understanding the structure of the organization.

**Agenda Item #5            2018 Area Plan Update**

Before starting this agenda item, members of the Advisory Council wanted to take a moment to thank Jason on the incredible job he did with keeping everyone informed and updated on Hurricane Irma. Jason expressed his appreciation to the Council.

Jason Martino, Director of Planning, presented the Area Plan Update and gave a brief background, explaining that the Area Agency has a responsibility to develop a 3 year plan with our goals and objectives and then annually update it as needed with any new trends or regulations that the Department of Elder Affairs (DOEA) might put into place. Jason distributed a handout on his goals and objectives edits for this year that included any additions and deletions. Helen wanted to include an explanation to new Advisory Council members and staff as to why some things are brought before the Advisory Council for a motion, stating that DOEA expects to have the Advisory Council review and give feedback on the Area Plan. Throughout the year staff will bring to the Advisory Council bits and pieces of the Area Plan, like the financials, or when we go out to bid, since the roles of providers and services is a part of the Area Plan, so it is a requirement to allow you to see and review it. There was one question to which Jason and Helen addressed. It was moved by Carole McLeod and seconded by Barb Epstein to approve and take the Area Plan Update to the Board and submit to DOEA. None opposed, motion carried.

**Agenda Item #6            Nominating Committee Report**

Helen presented the revised version of the nominating committee report stating that Paul McClintock, Chair, was recruited to the Board of Directors as of August 21, 2017. Paul appointed Nancy Giles to move up from Vice Chair and take over the position as Chair till the end of the year. Nancy appointed Mike Estigo as Vice Chair on September 1, 2017 till the end of the year. Shortly after rescheduling the meeting from September 11, 2017 to September 25, 2017, Cristina Spiegel announced that she will be stepping down from the Advisory Council due to conflict with her work schedule, and so will not return after today's meeting. Since Cristina's announcement there will now to be 2 Pasco vacancies. Paul McClintock told Ann Marie and Helen that he has someone in mind for one of the Pasco vacancies. Helen would like any members who live in Pasco or work in Pasco to think of someone who might be a good fit for the Advisory Council, to pass that information on to Helen. This is also the time of year where membership renewals are due. For those members whose terms are due and have an interest in renewing, please contact Helen after the meeting. The Chair and Vice Chair terms of office are also due. Anyone who is interested in serving as an Officer can contact Helen or one of the Nominating Committee members. Helen asks that you please make your decisions before the November meeting.

**Agenda Item #7            Interest in Serving on Board of Directors**

Helen announced that the nominating committee of the Board of Directors asked to develop a more substantial process for recruiting Board members. In the course of that discussion, they see the Advisory Council members as a pool of potential candidates. Helen stated that following the meeting, there will be a discussion with each Advisory member on the possible interest in being considered for the Board in the future when there is a Board opening. This information will be added to your application profile. The BOD feels it is beneficial knowing that persons who have served any length of time on the Advisory Council, that they have knowledge and commitment to the Area Agency on Aging already in place. Helen feels that the Advisory members all have wonderful credentials in aging and representation of the community in which they serve and live and so it makes sense why the Board would look to the Advisory for possible future Board members. There was a question on what some of the Board's responsibilities are, to which Helen and Ann Marie addressed. Anne Marie stated that all potential applicants will be



subject to an internet and social media search on them. The Advisory Council application will be updated to reflect a background check being done of candidates. There were no further questions or comments.

**Agenda Item #8          Announcements**

- Helen announced that Kerry Marsalek, as of 2 weeks ago, will be delivering twins, one boy and one girl. Helen will update everyone as more information comes along. Kerry did inform Helen that she will renew her term on the Advisory Council for another 2 years.
- The Date for the next Advisory Council meeting will be held November 13, 2017 at the Area Agency on Aging's conference room.
- The monitoring dates for the Area Agency done by DOEA will be November 15 & 16, 2017. If anyone is interested in attending the DOEA monitoring entrance and/or exit conferences, please consider attending on the 16<sup>th</sup> of November as that is the exit conference where they give the results of their findings. You are also welcome to come to the entrance conference if you choose.
- Helen has not made any arrangements for next year's Advisory Council meetings as Kerry had asked that the meetings not be held at her place due to her being on maternity leave. Miriam offered her church as a potential meeting place and so Helen will go see how it may work as a possibility. Helen thanked Miriam for making the offer.
- Nancy announced that the Patriots Day breakfast at the coliseum was rescheduled from September 11, 2017 to October 20, 2017.
- Cristina thanked Helen and the Advisory members for allowing her to be a part of the Advisory Council, and that the time spent was a great learning experience for her.
- Jason announced that one of the requirements of the Area Plan is to do a Strengths, Weaknesses, Opportunities, Threats, (SWOT) Analysis. Though it is not a requirement by DOEA to do an update of the SWOT Analysis through the Area Plan, Ann Marie and some others thought it would be a good idea to revisit and update it. Jason is asking if anyone from the Advisory Council would like to contribute their time to update this analysis on December 05, 2017 from 9:30 AM to 12:00 PM. If you have an interest, please let Jason know within the next couple of months.

There being no further business for discussion, the meeting adjourned at 2:35 P.M.  
(Minutes transcribed by Katherine Thomley)