



Area Agency on Aging  
of Pasco-Pinellas, Inc.

# Agenda

9549 Koger Blvd., Suite 100, Gadsden Bldg., St. Petersburg, FL 33702 • 727-570-9696

Area Agency on Aging of Pasco/Pinellas  
9549 Koger Blvd., Suite 100  
St. Petersburg, FL 33702

November 20, 2017  
9:30 A.M.

◆ **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 COMMENTS FOR ITEMS ON AGENDA**

◆ **Agenda Item # 6 ADDENDUM ITEM (S) OR ANY OTHER ITEM REQUIRING BOARD DISCUSSION**

◆ **Agenda Item # 7 CONSENT AGENDA**

The Consent Agenda contains normal, routine business items that are likely to be approved by the Board of Directors by a single motion. Each Board Member may, however, defer any item for added discussion at a later time.

A. October 16, 2017 Board Meeting Minutes.

B. Finance Committee Meeting – November 02, 2017.

- AAAPP Financial Statement—September, 2017.

C. Surplus/Deficit Report—September 31, 2017.

D. Programmatic Monitoring Reports.

1. Community Aging & Retirement Services, Inc. – Older Americans Act Title III-B/LSP/LSP Respite Adult Day Care Program – Annual Visit.
2. Gulf Coast Legal Services, Inc. – Older Americans Act Title III-B/LSP/IIIEG Legal Services – Annual Visit.
3. Area Agency on Aging of Pasco-Pinellas, Inc. – Older Americans Act Title III-E – National Family Caregiver Support Program – Annual Visit.

E. Finance Monitoring Reports

1. Pinellas Opportunity Council, Inc. – Administrative Review – Annual Visit.
2. Gulf Coast Legal Services, Inc. – Administrative Review – Annual Visit.

F. Wait List Report – November 3, 2017

G. New Vendor

1. Daycations Adult Day Care – Community Care for the Elderly, Home Care for the Elderly, Alzheimer's Disease Initiative, and Older Americans Act Title III-E.

H. Advisory Council Minutes – September 25, 2017.

Action Recommended: Motion for approval.

◆ **Agenda Item # 8 ITEMS FOR DISCUSSION FROM THE CONSENT AGENDA**

◆ **Agenda Item # 9 EXECUTIVE COMMITTEE REPORT**

(Chris Comstock)

The Executive Committee will meet by teleconference on November 13, 2017 and review the following: financial consequences imposed on CARES, Inc. for failure to perform management and oversight of CCE programs pursuant to DOEA contractual requirements. The Committee will discuss a letter sent from CARES, Inc. Board of Directors to the AAAPP Board President asking that the financial penalty be waived. The Committee will discuss AAAPP Development Plan goals and objectives. In light of the Committee not having met prior to Board mail out, any recommendations by the Committee will be discussed at the Board Meeting.

Additional Material:           A. E-mail to CARES, Inc. regarding failure to perform.  
  B. Copy of Contractual Language.  
  C. CARES, Inc. Letter to President Comstock.

Action Recommended:       Dependent upon discussion.

◆ **Agenda Item # 10 FINANCE COMMITTEE REPORT**

(Ms. Linda Lee)

Finance Committee met on November 02, 2017 and discussed phasing out the AAAPP Vacation Payout policy to reduce liability at 12/31. Staff have requested permission to payout approximately \$56,857 for 12/31/17 which is for approximately 3,203 hours of employee accrued vacation exceeding the 100 hours of allowed carry forward. The Committee made a motion to recommend to approve and take to the Board of Directors meeting on November 20, 2017 .

Additional Material:       None.

Action Recommend:       Motion to Approve Finance Committee recommendation for Vacation Payout.

◆ **Agenda Item # 11 OUTCOME MEASURES**

(Ms. Tawnya Martino)

Staff will present achievement measures for fiscal year 2016-2017.

Additional Material:       Outcome Measure Report.

Action Recommend:       Information only, no action necessary.



◆ **Agenda Item # 12 AAAPP EMERGENCY MANAGEMENT OPERATIONS AND HURRICANE IRMA AFTER ACTION REPORT (AAR)**

(Mr. Jason Martino)

The 2017 Hurricane season has been active. Staff will address agency related Emergency management activities that occur throughout the year and present an After Action Report (AAR) based upon pre and post Hurricane Irma operations.

Additional Material: None.

Action Recommend: Information only, no action necessary.

◆ **Agenda Item # 13 CONFLICT OF INTEREST FORMS**

(Ann Marie Winter)

Annually, the AAAPP requires the Board of Directors to complete Conflict of Interest forms. The forms are attached and a copy will be provided also the day of the board meeting. It is requested that the forms be completed as soon as possible by each board member and returned to the AAAPP

Additional Material: Conflict of Interest Policy and Disclosure Form.

Action Recommended: Information only, no action necessary.

◆ **Agenda Item # 14 PRESIDENT'S REPORT**

◆ **Agenda Item # 15 EXECUTIVE DIRECTOR'S REPORT**

◆ **Agenda Item # 16 BOARD MEMBERS COMMENTS**

◆ **Agenda Item # 17 OPEN AGENDA/PUBLIC COMMENTS**

◆ **Agenda Item # 18 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

November 20, 2017 – January 23, 2018

November 20, 2017

9:30 AM

AAAPP Board of Directors Meeting  
Area Agency on Aging of Pasco-Pinellas  
9549 Koger Blvd.  
St. Petersburg, FL 33702

November 29, 2017

10:00 AM – 12:00 PM

Advocacy Summit  
Florida Council on Aging  
Senior Connection Center, Inc.  
8928 Brittany Way  
Tampa, FL 33619

January 08, 2018

9:30 AM

AAAPP Board of Directors Meeting  
Area Agency on Aging of Pasco-Pinellas  
9549 Koger Blvd.  
St. Petersburg, FL 33702

January 08, 2018

1:30 PM

Advisory Council Meeting  
Area Agency on Aging of Pasco-Pinellas  
9549 Koger Blvd.  
St. Petersburg, FL 33702

January 23, 2018

Florida Senior Day  
State Capitol  
Tallahassee, FL 32399

**HOLD THE DATE:**

**AAAPP**  
**Annual Luncheon**  
**April 27, 2018.**