

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
BOARD OF DIRECTORS' MEETING MINUTES--September 18, 2017 Minutes

**Board Members Present:**

President Chris Comstock, Pinellas County  
Vice-President Camille Hernandez, City of Dade City, Pasco County  
Secretary Harriet Crozier, Pinellas County  
Treasurer Linda Lee, Pinellas County  
Sallie Parks, Pinellas County  
Martha Lenderman, Pinellas County  
Robert Hatfield, Pasco County  
Paul McClintock, Pasco County  
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners  
Elithia Stanfield, Pinellas County  
Julie Hale, Pasco County

**Board Members on Tele-Conference:**

Judge George Jirotko, 6th Judicial Circuit  
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County

**Board Members Not Present:**

Virginia Rowell, Pinellas County  
Jan Rauer, Pasco County  
Barbara Sheen Todd, Pinellas County  
Mike Wells, Jr., Commissioner, Pasco County Board of County Commissioners  
Lounell Britt, Pinellas County  
Charles Robinson, Esquire, Pinellas County

**Others Present:**

Ann Marie Winter, 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  
Brenda Black, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas  
Michelle Arias, Intern, Area Agency on Aging of Pasco-Pinellas  
Jamie Bennett, Intern, Area Agency on Aging of Pasco-Pinellas  
Debra Shade, President/CEO, Neighborly Care Network  
Kathy Creighton, Administrative Assistant, Pasco County Board of County Commissioners

**Agenda Item # 1 – Call to Order**

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday, September 18, 2017 at 9549 Koger Blvd., St. Petersburg, FL. President Chris Comstock called the meeting to order at 9:35 a.m.

**Agenda Item # 2 – Introduction of Audience**

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

### **Agenda Item # 3 – Public Meeting Notice**

President Comstock announced the meeting was publicly noticed. President Comstock stated that he would move the roll call after the Guest Speaker.

### **Agenda Item # 5 – Public Comments for Items on Agenda**

None.

### **Agenda Item # 6 – Guest Speakers**

Ms. Ann Marie Winter introduced the Guest Speaker Ms. Bevan Gray-Rogel, Founder and President of Encore Tampa Bay. Ms. Gray-Rogel spoke about the non-profit initiative (social enterprise) and how Encore Tampa Bay focuses on creating resources and pathways for boomer adults to explore options and retool for meaningful work or volunteer services for the second half of their life. Ms. Gray-Rogel stated that Encore Tampa Bay plays a big role in connecting talent to the needs of the non-profit community. Ms. Gray-Rogel also shared the priorities and focus of Encore Tampa Bay for 2017. There were a few questions of which Ms. Gray-Rogel addressed. There were no further questions or comments. Information only, no action necessary.

### **Agenda Item # 4 – Roll Call**

This Agenda Item was taken out of place (and continued after the Guest Speaker) in order for other Board Members to arrive for a quorum. Ms. Ann Marie Winter, Executive Director, called the roll. A quorum of board members was present.

### **Agenda Item # 7 – Addendum Item (s) or any other Item Requiring Board Discussion**

None.

### **Agenda Item # 8 – Consent Agenda**

President Comstock stated that the items on the Consent Agenda were August 21, 2017 Board Meeting Minutes, AAAPP Financial Statement for July 31, 2017, Surplus/Deficit Report for July 31 2017, one Program Monitoring Report: Neighborly Care Network, Inc. – Older Americans Act Title III-B/LSP/LSP Respite Adult Day Care Program – Annual Visit, and two Fiscal Monitoring Reports: Community Aging and Retirement Services, Inc. – Administrative Review – Annual Visit; Neighborly Care Network, Inc. – Administrative Review – Annual Visit. There were two requests to pull the August 21, 2017 Meeting Minutes for discussion. There were no other questions or comments. Secretary Harriet Crozier made a motion to approve the Consent Agenda without the August 21, 2017 Board Meeting Minutes, and Ms. Elithia Stanfield seconded. None opposed, motion carried.

### **Agenda Item # 9 – Items for Discussion from the Consent Agenda**

Ms. Elithia Stanfield stated that the Surplus/Deficit Report was pulled for discussion and needed to be reflected in the August 21, 2017 Board Meeting Minutes under Agenda Item # 9. Judge George Jirotko stated that corrections need to be made under Board attendance to show Judge George Jirotko, Fire Commissioner Julie Peluso and Ms. Sallie Parks were on the phone by teleconference. Vice-President Camille Hernandez made a motion to approve the August 21, 2017 Meeting Minutes with corrections, and Ms. Sallie Parks seconded. There were no further questions or comments. None opposed, motion carried.

#### **Agenda Item # 10 – Executive Committee Report**

President Comstock stated that the Executive Committee met on September 7<sup>th</sup> and discussed staff raises, and the Annual Luncheon. President Comstock advised that after a discussion by the Committee, a motion was made to recommend that staff be given up-to-3% raises and it be taken to the Board of Directors Meeting for approval. There were no questions or comments and the motion carried. President Comstock also reported on the discussion the Committee had on the Annual Luncheon and Annual Meeting. President Comstock stated that the Committee made a motion to recommend to the Board of Directors that the Annual Meeting be held separate from the Annual Luncheon, and that the venue be Ruth Eckerd Hall. There were a few questions and comments that were addressed by staff, after which the motion carried. The Committee also recommended that the dates of the Annual Luncheon be brought to the Board of Directors for their selection. After a discussion on the available dates of April 20, 2017 or April 27, 2017 a consensus of members voted for the date of Friday, April 27, 2017 for the Annual Luncheon.

#### **Agenda Item # 11 – General Revenue Program Alzheimer’s Disease Initiative**

Ms. Katherine Carleton stated that AAAPP was informed by the Department of additional ADI dollars in the amount of \$9,987.20 for the amended 2017/2018 contracts. Ms. Carleton also advised that these dollars were specified for CARE:S, Inc. for Facility Specialized Alzheimer’s Services. There were no questions or comments. Ms. Julie Hale made a motion to accept funding and ratify Executive Director’s signature, and Vice-President Camille Hernandez seconded. None opposed, motion carried.

#### **Agenda Item # 12 Nutrition Services Incentive Program**

Ms. Katherine Carleton stated that AAAPP was notified by the Department of a decrease to the NSIP allocation in the amount of \$10,314.75 and that the revised allocation is \$343,139.32. There were a few questions of which Ms. Carleton addressed. There were further no questions or comments. Information only, no action necessary.

#### **Agenda Item # 13 – Older Americans Act**

Ms. Katherine Carleton stated that AAAPP was notified by the Department of awarded carryforward from 2016 as well as additional OAA dollars. Ms. Carleton advised that the OAA allocation is revised from \$6,997,715.07 to \$7,215,816.06, an increase of \$218,100.99. There were no questions or comments. Ms. Sallie Parks made a motion to accept funding, and Commissioner Charlie Justice seconded. None opposed, motion carried.

#### **Agenda Item # 14 – Proposed Annual Budget for 2018**

Ms. Katherine Carleton presented the Proposed Annual Budget for 2018, as well as the comparison of the 2017 budget to the 2018 Proposed Budget. There were a few questions of which Ms. Carleton addressed. There were no further questions or comments. Vice-President Camille Hernandez made a motion to approve the 2018 Annual Budget, and Ms. Harriet Crozier seconded. None opposed, motion carried.

### **Agenda Item # 15 – FY 2018 Area Plan Update**

Ms. Katherine Carleton and Mr. Jason Martino presented the 2018 Area Plan Update. Ms. Carleton presented the Contract Module of the 2018 Area Plan Update and asked if there were any questions. There were no questions on the Contract Module, so Mr. Jason Martino presented the 2018 Goals and Objectives. There was a request for Mr. Martino to give a summary of the changes, of which he addressed all the changes that were made to the 2018 Goals and Objectives with the assistance of other staff members. There was also a request that in the future any changes be reflected on the materials that are brought to the Board. Mr. Martino stated that in the future he would also include a summary of changes in the materials given to the Board. There was a request to make a change to Objective 1.1 to reflect that there is a mechanism in place for 24 hour coverage. There were no further requests, questions or comments. Commissioner Charlie Justice made a motion to approve and submit with the requested changes to DOEA, and Ms. Sallie Parks seconded. None opposed, motion carried.

### **Agenda Item # 16 – Medicare Improvements for Patients and Providers Act**

Mr. Jason Martino presented an overview of this program for 2017 and 2018 based on a request that was made at the August Board Meeting on the MIPPA program. Mr. Martino stated that he reported at the August Board Meeting this program had to return funding because of unmet goals. Mr. Martino stated that staff have reviewed the program and addressed several areas that will improve this program in 2018 so that goals can be met. Mr. Martino also stated that this program should receive the same allocation in 2018 that it received in 2017. Mr. Martino asked if there were any questions, and there was only a comment that board members could help AAAPP to identify eligible service areas in Pasco. There were no further questions or comments. Information only, no action necessary.

### **Agenda Item # 17 – Emergency Management**

Mr. Jason Martino presented a report on the AAAPP's Emergency Management Plans and the long standing role the agency has with both Pasco and Pinellas Emergency Management. Mr. Martino also informed the Board of the Agency's role with FEMA and the Emergency Support Functions. Mr. Martino informed the Board on the actions that were implemented during Hurricane Irma by AAAPP and that the agency was able to provide our mission essentials. Mr. Martino also spoke about what the agency is doing during the recovery period and what the agency has learned during this entire process. Mr. Martino wanted to thank all of the staff for their dedication during this process. There was a request for a general emergency management process along with an agency after action summary report. There were also comments praising the great effort by staff and a request for clarification on the request about the general emergency management process. There was a question about offsite storage and how often it is tested, and if there is any emergency funding. All questions, comments and requests were addressed. There was also a request for Ms. Debra Shade, President/CEO, of Neighborly Care Network, to report on how their facility adjusted through the storm. Ms. Shade reported on all the ways her facility was able to function before, during and after Hurricane Irma. Information only, no action necessary.

### **Agenda Item # 18 – President's Report**

President Comstock talked about the issues and recovery efforts involving the hurricane and wanted to thank the staff for all of their hard work.

**Agenda Item # 20 – Executive Director’s Report:**

President Comstock moved this item before Agenda Item # 19 and asked Ms. Ann Marie Winter to give her report. Ms. Winter stated that she wanted to congratulate Mr. Charles Robinson, who was installed as the FCOA Board President for a 1 year term at last month’s FCOA conference that she and staff had attended. Ms. Winter stated there were no updates to the Medicaid Waiver and that staff are continuing to work on transitioning clients from the Traumatic Brain and Spinal Cord Injury wait list to the SMMC LTC wait list. Ms. Winter stated that the agency has received referrals from the Department of Health for 11 of the expected 26 individuals. Ms. Winter reported that she was in her 8<sup>th</sup> week, and listed the following items she has been addressing: staff development, reviewing the Employee Handbook, working on the Annual Luncheon, developing and maintaining relationships with the Board and Advisory Council Chair, attending all Committee meetings, along with communication on a regular basis to address any changes. Ms. Winter stated that the Pasco Legislative Delegation Meeting for today had been canceled and she would be attending that meeting upon their re-scheduling, and the Pinellas Legislative Delegation would be meeting next week and she plans to attend on 9/25/2017. Ms. Winter stated that she met with Ms. Elithia Stanfield to discuss strategy to be used for legislative meetings. Ms. Winter reported that she would be attending the Board of County Commissioners in both Pinellas and Pasco County, and wanted to thank both Commissioner Justice and Commissioner Wells for their assistance with these meetings. Ms. Winter stated that the report also included all of the meetings she had with providers and that as of the 19<sup>th</sup> of September she will have met and spoken to all the Leadership in our Provider Network.

**Agenda Item # 19 – Board Member Comments**

Comments about ALFs need to be held accountable and the weather forecast for Hurricane Maria.

**Agenda Item # 21 – Open Agenda/Public Comment**

None.

**Agenda Item # 22 – Adjourn**

There being no other items for discussion the meeting adjourned at 12:05 p.m.

Respectfully Submitted,

Harriet Crozier, Secretary

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Brenda Black  
Recording Secretary

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Approved if signed  
Date \_\_\_\_\_