

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES–November 20, 2017

Board Members Present:

President Chris Comstock, Pinellas County
Vice-President Camille Hernandez, Mayor, City of Dade City, Pasco County
Secretary Harriet Crozier, Pinellas County
Treasurer Linda Lee, Pinellas County
Virginia Rowell, Pinellas County
Sallie Parks, Pinellas County
Charles Robinson, Esquire, Pinellas County
Martha Lenderman, Pinellas County
Barbara Sheen Todd, Pinellas County
Robert Hatfield, Pasco County
Judge George Jirotko, 6th Judicial Circuit
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County
Elithia Stanfield, Pinellas County
Julie Hale, Pasco County

Board Members on Tele-Conference:

Lounell Britt, Pinellas County
Jan Rauer, Pasco County

Board Members Not Present:

Paul McClintock, Pasco County
Mike Wells, Jr., Commissioner, Pasco County Board of County Commissioners

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
Peggy Herlache, Program Coordinator, Area Agency on Aging of Pasco-Pinellas
Brenda Black, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas
Kristi Sullivan, Assistant Program Director, Gulf Coast Jewish Family and Community Services
Jemith Rosa, President/CEO, CARES, Inc.
George Popovich, COO, CARES, Inc.
Annette Damey, Board Member, CARES, Inc.

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday, November 20, 2017 at 9549 Koger Blvd., St. Petersburg, FL. President Chris Comstock called the meeting to order at 9:34 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.

Agenda Item # 4 – Roll Call

Ms. Ann Marie Winter, Executive Director, called the roll. A quorum of board members was present.

Agenda Item # 5 – Public Comments for Items on Agenda

None.

Ms. Virginia Rowell requested staff to explain a suggestion made by DOEA at the AAAPP Monitoring Exit Interview. Ms. Ann Marie Winter stated that DOEA recommended having a written sign in sheet for Board Members, and that AAAPP Staff is implementing that procedure starting with this meeting, and asked all Board Members to sign the sheet when it comes around to them. Staff would collect it at the end of each meeting from here on in.

Agenda Item # 6 – Addendum Item (s) or any other Item Requiring Board Discussion

None.

President Chris Comstock stated he would like to recognize Ms. Helen King, Deputy Director of the Area Agency on Aging of Pasco/Pinellas who will be retiring at the end of this year. President Comstock thanked her for her over 38 years of service and dedication, which included seven months holding the Acting Executive Director position during the search for a new Executive Director. President Comstock gave Ms. King a plaque and wished her the best. Ms. King stated that she wanted to thank the Board and Staff for the recognition and the many wonderful years spent working at this agency. There were some wonderful comments made by Board Members.

Agenda Item # 7 – Consent Agenda

President Comstock stated that the items on the Consent Agenda were October 16, 2017 Board Meeting Minutes, Finance Committee presented the AAAPP Financial Statement for September, 2017, Surplus/Deficit Report for September 30, 2017, three Program Monitoring Reports: Community Aging & Retirement Services, Inc. – Older Americans Act Title III-B/LSP/LSP Respite Adult Day Care Program– Annual Visit; Gulf Coast Legal Services, Inc. – Older Americans Act Title III-B/LSP/IIIEG Legal Services – Annual Visit; Area Agency on Aging of Pasco-Pinellas, Inc. – Older Americans Act Title III-E – National Family Caregiver Support Program – Annual Visit, two Finance Monitoring Reports: Pinellas Opportunity Council, Inc. – Administrative Review – Annual Visit, Gulf Coast Legal Services, Inc., Wait List Report, New Vendor: Daycations Adult Day Care, Advisory Council Minutes for September 25, 2017. Ms. Elithia Stanfield requested that Item D 1 (CARES, Inc.) be pulled for discussion. There were no questions or comments. Mayor Camille Hernandez made a motion to approve the Consent Agenda, and Ms. Sallie Parks seconded. None opposed, motion carried.

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

Ms. Elithia Stanfield asked about the CARES monitoring report requesting information about the waitlist and if clients listed were unduplicated. Ms. Tawnya Martino addressed this question noting that this particular waitlist was unduplicated for Adult Day Care services, but those listed might be on another waitlist for other services. There was also a question on CARES, Inc. reporting in a timely manner and Ms. Martino stated that it was due to staff turnover within CARES, Inc. Ms. Elithia Stanfield made a motion to approve this monitoring report, and Mayor Camille Hernandez second. There were no further questions or comments. None opposed, motion carried.

Agenda Item # 9 – Executive Committee Report

President Comstock stated that the Committee met on November 13, 2017 by teleconference to review the following: Financial consequences imposed on CARES, Inc. for failure to perform management and oversight of CCE programs pursuant to DOEA contractual requirements; a letter sent from CARES, Inc. Board of Directors to the AAAPP Board President asking that the financial penalty be waived. President Comstock stated that the Committee made a Motion to recommend the fine stand as issued and take it to the Board of Director's meeting on November 20, 2017 for approval. He also stated that the Committee discussed the AAAPP Development Plan and Ms. Ann Marie Winter would address that in her Executive Directors Report. President Comstock stated the since the Committee made the Motion there did not need to be a second and he would move on to any discussion by the Board Members. There was a request for Ms. Ann Marie Winter to give the Board the same information that the Executive Committee received about the CARES, Inc. issue. Ms. Winter provided a timeline of events relating to the financial consequences imposed on CARES, Inc. There were several questions, comments and statements made by Board Members of which all were addressed. There was also a motion made by Ms. Elithia Stanfield to waive the Public Comments rule and allow Ms. Jemith Rosa, President/CEO to make a statement and Ms. Martha Lenderman seconded. None opposed, Motion passed. Ms. Rosa made a statement about the inaccuracies of the letter sent to the AAAPP Board President and reasons for the delays in producing the required procedure. There were a few comments made regarding the statement made by Ms. Rosa. There was a motion to give CARES, Inc. a 60 day extension for payment, which was later withdrew because payment had been made. A comment was made about voting on an action that had already been taken by the staff. Ms. Elithia Stanfield made a motion to amend the motion to ratify the actions taken by AAAPP Staff and it was seconded by Ms. Sallie Parks. One opposed, motion carried. Ms. Ann Marie Winter stated that she did want to let the Board and the representatives from CARES, Inc. know that AAAPP would continue to work with CARES, Inc. in a professional and respectful manner in the future.

Agenda Item # 10 – Finance Committee Meeting

Ms. Linda Lee asked Ms. Kathy Carleton to address the discussion the Finance Committee had when they met by tele-conference on November 2, 2017. Ms. Carleton gave a report on the Vacation Payout policy to reduce the liability at 12/31. Ms. Carleton stated that the request included permission to payout approximately \$56,857 for approximately 3,203 hours of employee accrued vacation hours. Ms. Carleton stated that the Committee made a motion to recommend to approve and take the Vacation Payout to the Board of Directors. There were a few questions that were addressed by staff. With no further questions or comments. None opposed, motion passed.

Agenda Item # 11 Outcome Measures

Ms. Tawnya Martino presented achievement measures for fiscal year 2016-2017. There were a few questions which were addressed by staff on how the reports are tabulated and a comment on the APS numbers. There were no further questions or comments. Information only, no action necessary.

Agenda Item # 12 – AAAPP Emergency Management Operations and Hurricane Irma After Action Report (AAR)

Mr. Jason Martino presented an Action Report on Hurricane Irma. Mr. Martino presented an After Action Report (AAR) based upon pre and post Hurricane Irma operations. Mr. Martino stated that the Air Cards did not work as well as expected. There was also a discussion about the rules on nutritional meals during an emergency. Mr. Martino stated that the Agency would take this After Action Report and address any area that needs adjustments, corrections or updated materials. There were no further questions or comments. Information only, no action necessary.

Agenda Item # 13 – Conflict of Interest Forms

Ms. Ann Marie Winter stated that annually the AAAPP requires the Board of Directors to complete Conflict of Interest Forms and that they were being provided for the members to complete and return to the AAAPP. There were no questions or comments. Information only, no action necessary.

Agenda Item # 14 – President's Report

President Comstock stated that there is good reasons to watch the actions of the legislators concerning this year's budget. He also commented on the DOEA Monitoring that for the 9th year in a row the AAAPP staff have received no findings. He thanked Ms. Helen King again for her service with the agency and stated that he would be meeting with Ms. Winter to evaluate her first six months of employment on the goals that had been set for her.

Agenda Item # 15 – Executive Director's Report

Ms. Ann Marie Winter thanked staff and the lead agencies for their hard work in achieving a DOEA Monitoring with no findings for the ninth year in a row. Ms. Winter spoke about potential Federal budget cuts to the SHINE Program and discussed the upcoming State legislative session. Ms. Winter expressed her gratitude to Board Members who attended one-on-one legislative meeting with her and delegation members from both Pinellas and Pasco Counties. Ms. Winter announced that FCOA's Regional Advocacy Summit would take place at the Senior Connection Center in Brandon on November 29 and that both PSA5 and 6 would be co-hosting the event with Charlie Robinson, FCOA Board President making remarks. Ms. Winter announced that she will be the staff person taking over Helen King's functions with the Advisory Council and announced that Mike Estigo had been elected as the new Chair of the Advisory Council. Ms. Winter stated that when the Executive Committee met on November 13th, there was a discussion about one of the Executive Director's stated goals for the first 6 months, the Development Plan. At that meeting, the Executive Committee determined that this should be addressed with the full Board of Directors. Ms. Winter discussed elements that could be part of a Development Plan which included Grant Writing, Fundraising, Social Enterprise and Additional Government Dollars. Ms. Winter discussed the various ways of accomplishing these aspects, along with the obstacles within the agency of developing each of them. Ms. Winter also discussed the five grants the AAAPP has written and submitted in her first 4 months (which are listed on the Executive Director's Report along with respective outcomes).

Agenda Item # 16 – Board Member Comments

There were several comments made about the Development Plan and a suggestion to table this discussion until after the legislative session.

Agenda Item # 17 – Open Agenda/Public Comment

None.

Agenda Item # 18 – Adjourn

There being no other items for discussion the meeting adjourned at 11:40 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

Brenda Black
Recording Secretary

Approved if signed
Date _____