

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES—January 08, 2018

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
Charles Robinson, Esquire, Pinellas County
Martha Lenderman, Pinellas County
Barbara Sheen Todd, Pinellas County
Robert Hatfield, Pasco County
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
Paul McClintock, Pasco County

Board Members on Tele-Conference:

Virginia Rowell, Pinellas County
Lounell Britt, Pinellas County
Judge George Jirotko, 6th Judicial Circuit

Board Members Not Present:

Sallie Parks, Pinellas County
Jan Rauer, 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
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
Wendy Arroyo, Human Resources Administrator, Area Agency on Aging of Pasco-Pinellas
Brenda Black, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas
Jody Armstrong, Grants & Community Outreach Coordinator, Disability Achievement Center
Courtney Vandenberg, Executive Aide to Commissioner Charlie Justice, Pinellas Board of County Commissioners
Katie Sisson, RSVP Director, Pinellas Opportunity Council
Deborah Lekenta, Transportation Director, Neighborly Care Network
George Popovich, COO, CARES, Inc.

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday, January 08, 2018 at 9549 Koger Blvd., St. Petersburg, FL. President Chris Comstock called the meeting to order at 9:31 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.

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

None.

Agenda Item # 7 – Guest Speaker

Ms. Ann Marie Winter introduced Ms. Jody Armstrong, Grants and Community Outreach Coordinator from Disability Achievement Center. Ms. Armstrong had a PowerPoint presentation that covered Center for Independent Living, Core Services, Information and Referral, Independent Living Skills for consumers, Peer Mentoring, Advocacy, Transitions, and other services offered by the Disability Achievement Center. There were a few questions of which Ms. Armstrong addressed and one comment about another staff presentation and what results came from that presentation. Information only, no action necessary.

Agenda Item # 8 – Consent Agenda

President Comstock stated that the items on the Consent Agenda were November 20, 2017 Board Meeting Minutes, AAAPP Financial Statement for November 30, 2017, Surplus/Deficit Report for November 30, 2017, three Program Monitoring Reports: Pasco County Public Services – Older Americans Act Title III-C/LSP Nutrition Program – Annual Visit; Neighborly Care Network – Older Americans Act Title III-B/LSP Transportation Services – Annual Visit; Gulf Coast Jewish Family and Community Services – Older Americans Act Title III-B/LSP Counseling – Annual Visit, New Vendor: Bourn Consulting Services, LLC, Advisory Council Minutes for November 13, 2017. There were no questions or comments. Ms. Martha Lenderman made a motion to approve the Consent Agenda, and Ms. Barbara Sheen Todd seconded. None opposed, motion carried.

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

None.

Agenda Item # 10 – Senior Citizen Services, Inc. Funding

Ms. Tawnya Martino provided a brief overview of the grant award of \$10,000 from Senior Citizens Services, Inc. Ms. Martino stated that this non-recurring funding will enhance the VOCA and OAA Title VII Elder Abuse programs with crime prevention education. There were no questions or comments. Ms. Elithia Stanfield made a motion to approve the funding and Ms. Julie Hale seconded. None opposed, motion carried.

Agenda Item # 11 - Results of DOEA Monitoring Report on AAAPP

Ms. Tawnya Martino stated that this was the agency's 9th year in a row with no findings. Ms. Martino stated that on page 5 of the DOEA monitoring report were suggestions for improvement. Ms. Martino wanted to thank both staff and providers. There were no questions, several comments of congratulations to staff and providers. Information only, no action necessary.

Agenda Item # 12 - AAAPP Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis Update

Mr. Jason Martino presented an update of the agency's SWOT Analysis that was originally created for the Three (3) Year Area Plan Cycle. Mr. Martino reviewed the changes made to the original Analysis along with the rationale for its use forward. Mr. Martino also summarized the report given to the Board on the changes. There were several comments on the plan in reference to Fundraising, Direct Services, also the need for the Board to meet in a forum type situation to discuss only a strategic plan to move the agency forward. Ms. Ann Marie Winter stated that the Executive Committee would be meeting after this meeting to discuss some of the same materials and depending on that meeting information would be brought back to the Board at the February 12, 2018 meeting. Information only, no action necessary.

Agenda Item # 13 – AAAPP

Ms. Ann Marie Winter stated that it was time to consider officer positions for the next term (2018-2019) and that according to the bylaws the current officers were eligible to serve another term in their current positions and that there were AAAPP Leadership forms in the packets, if everyone could fill them out and get them back to her by January 12th, the Membership and Nominating Committee would be meeting before the February Board meeting. There were no questions or comments. Information only, no action necessary.

Agenda Item # 14 – Renewal of Terms of Board Members

Ms. Ann Marie Winter stated that there were six Board Members: Elithia Stanfield; Robert Hatfield; Harriet Crozier; Barbara Sheen Todd; Julie Hale and Linda Lee who have terms ending with the Annual Meeting on March 19, 2018. Ms. Winter stated that those Members are encouraged to consider renewal for another term and could they please communicate their desires as soon as possible to her. Ms. Winter stated that the Membership and Nominating Committee would also be reviewing the terms of office for these Members. There were no questions or comments. Information only, no action necessary.

Agenda Item # 15 – President's Report

President Comstock spoke about the new legislative session and the new people coming into the running for these positions, and about the number of elders in the state of Florida.

Agenda Item # 16 – Executive Director’s Report

Ms. Ann Marie Winter presented her Executive Directors report to the Board and advised them about actions taken since the last Board Meeting and some upcoming events. This included Federal and State advocacy for continuation of the SHINE Program; Florida Senior Day; Ms. Helen King’s last day and announcing Ms. Wendy Arroyo as the new Human Resource Administrator, and restructuring the Outreach Director position; revision of the Employee Handbook and finalized changes with staff; met with Pinellas Community Foundation to discuss collaboration on their theme Aging for 2018 and what and our collaboration would be throughout the year; presented to both the Pinellas and Pasco Board of County Commissioners Meeting and was setting meetings with County Commissioners, and she also wanted to thank Commissioner Charlie Justice and his staff for helping to get this all set up; she and Kathy Carleton attended the SE4A Conference in South Carolina, one of her goals Marketing and Communication Plan will be presented to the Executive Committee after this meeting. Ms. Winter advised the Board of a change in leadership for Neighborly Care Network and Ms. Winter stated that she requested an official letter (which was supplied to the Board in their packets) with written assurances that integrity of our funding is intact. Ms. Winter also gave information on her goals and the activities along with completion dates or projected completion dates. Ms. Winter listed the meetings she has attended, and the Grants that were applied for and any Award decisions.

Agenda Item # 17 – Board Member Comments

Ms. Harriet Crozier reported on her December 11, 2017 meeting with the Pinellas County Council for Persons with Disabilities. There was also comments on Senior Empowerment day on Tuesday, January 23, 2018 presented by the Largo Police Department; Police Ride Along, Home Protection and Guardian Ad Litem. There was a request for board members to get talking points that should be brought up during meeting with Legislators.

Agenda Item # 18 – Open Agenda/Public Comment

None.

Agenda Item # 19 – Adjourn

There being no other items for discussion the meeting adjourned at 10:51 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

Brenda Black
Recording Secretary

Approved if signed
Date _____