

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES–May 21, 2018**

Board Members Present:

Vice-President Camille Hernandez, Mayor, City of Dade City, Pasco County
Treasurer Linda Lee, Pinellas County
Barbara Sheen Todd, Pinellas County
Elithia Stanfield, Pinellas County
Judge George Jirotko, 6th Judicial Circuit
Julie Hale, Pasco County
Lounell Britt, Pinellas County
Martha Lenderman, Pinellas County
Paul McClintock, Pasco County
Robert Hatfield, Pasco County
Sallie Parks, Pinellas County

Board Members on Tele-Conference:

Charles Robinson, Esquire, Pinellas County
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County

Board Members Not Present:

President Chris Comstock, Pinellas County
Secretary Harriet Crozier, Pinellas County
Immediate Past President, Virginia Rowell, Pinellas County
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Mike Wells, 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, HR Administrator, Area Agency on Aging of Pasco-Pinellas
Courtney Vandenberg, Executive Aide to Charlie Justice
Jemith Rosa, CEO, CARES, Inc.
Kathy Russell, Program Director, Pinellas Opportunity Council
Dianne Cunningham, Manager Pasco County Senior Services
Virginia Cruz, Recording Secretary, Area Agency on Aging of Pasco-Pinellas

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday, May 21, 2018 at 9549 Koger Blvd., St. Petersburg, FL. Vice President Camille Hernandez called the meeting to order at 9:35 a.m.

In opening Vice President Hernandez announced that former Board Member Commissioner John Morroni passed away last night and requested a moment of silence out of respect. In tribute to Commissioner Morroni, Ms. Sallie Parks said that Commissioner Morroni was a man with a life well lived and that she served on many Boards with Commissioner Morroni, that he

was a problem solver and a man with great ideas. Ms. Barbara Sheen Todd commented that he was a man who could smoothly calm the waters and made a difference in the life of seniors in the community. Ms. Elithia Stanfield stated that Commissioner Morroni was a man filled with zest and very committed to the citizens of Pinellas County.

Vice President Hernandez shared that she and the AAAPP's Executive Director spoke earlier in the day and will identify the most appropriate way for the agency to recognize Commissioner Morroni's contributions to seniors and the AAAPP.

Agenda Item # 2 – Introduction of Audience

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

Agenda Item # 3 – Public Meeting Notice

Vice President Hernandez 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 – Guest Speaker

Ms. Ann Marie Winter introduced Ms. Dianne Cunningham, Senior Services Manager of Pasco County. Ms. Cunningham presented on the services provided by Pasco County Senior Services and thanked the AAAPP for its partnership and funding of services to seniors in the County. Ms. Cunningham stated that the purpose of the department was to provide essential quality services and to promote social, physical and emotional wellbeing, to encourage maximum independence and to enhance to quality of life of seniors in the community. Ms. Cunningham stated that some of the services provided to the elderly primarily age 60 plus in the community are congregate meals, meals on wheels, private pay meals, nutrition education, nutrition counseling, outreach volunteer opportunities and a donated pet food program. Ms. Cunningham stated that the department depended heavily on the services of volunteer drivers to deliver meals to the senior residents of Pasco County and also in the areas of administration/clerical, community outreach and assisting with activities at the senior centers. Ms. Cunningham stated that there are six (6) senior centers with over 400 volunteers. There were questions and comments which Ms. Cunningham addressed. Vice President Hernandez thanked Ms. Cunningham for her contribution.

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

Vice President Hernandez informed members that the Strategic Planning Steering Committee will be discussed under agenda Item #13.

Agenda Item # 8 – Consent Agenda

Vice President Camille Hernandez stated that the items on the Consent Agenda were April 16, 2018 Board Meeting Minutes, Finance Committee Meeting Minutes of April 5, 2018, Financial Statement for March 31, 2018 and Surplus/Deficit Report, three Program Monitoring Report: (1) Pinellas Opportunity Council, Inc. – Older Americans Act Title III-B/LSP Chore Program –

Annual Visit, (2) Community Aging & Retirement Services, Inc. Older Americans Act Title III-B/LSP Chore Program – Annual Visit. (3) Gulfcoast Jewish Family and Community Services – Community Care for the Elderly, Alzheimer’s Disease Initiative, Home Care for the Elderly – Annual Visit. Ms. Sallie Parks requested that agenda Item # 8 B Finance Committee Meeting Minutes of April 5, 2018 be pulled for further clarification. Judge Jirotko made a motion to approve the consent agenda without the Finance Committee Meeting Minutes of April 5, 2018 and Ms. Sallie Parks seconded. None opposed, motion carried.

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

Ms. Sallie Parks referred to the Finance Committee Meeting Minutes of April 5, 2018 – Agenda Item #8 B requesting clarification on the status of CARES and Neighborly Care Network. Ms. Ann Marie Winter stated that CARES will be discussed as an agenda Item in the Executive Committee Meeting and requested that discussions be deferred. As it related to Neighborly Care Network, Ms. Winter explained that a request was made to verify whether the AAAPP funds were used by Neighborly Care Network for the Executive Director’s separation and compensation. Ms. Winter further explained that a letter dated April 25, 2018 was received from NCN Attorney giving the assurance that the funds applied to the compensation of the NCN Executive President/CEO did not exceed the permissible administrative cost within the contracted Unit Rate. Ms. Winter stated that at the last Finance Committee Meeting, members agreed that this was sufficient assurances for AAAPP. Ms. Winter went on to explain that the NCN ED position had been posted and the AAAPP will be monitoring to ensure that compensation of the new Executive Director remains within the Unit Rate. Ms. Winter stated that the AAAPP will be participating in the interview/selection process to provide our input as outlined in the DOEA Handbook. There were a few questions and comments of which Ms. Winter addressed.

Ms. Sallie Parks made a motion to approve the Finance Committee Meeting Minutes of April 5, 2018 and Ms. Barbara Sheen Todd seconded. None opposed. Motion carried.

Agenda Item # 10 – Executive Committee Meeting Report

Vice President Hernandez referred to Ms Ann Marie Winter as VP Hernandez was not able to attend the Executive Committee meeting. At that meeting, of which there was a quorum, Ms. Winter informed the Board that AAAPP recommended to the Finance and Executive Committees to administer the CCE vendor agreements in Pasco County as of July 1, 2018. Both Committees supported the recommendation with Motions which carried unanimously. This recommendation was the result, in part, of CARES’ paybacks to AAAPP in the amount of \$33,544.41 for the fiscal year (2016-2017 - \$2,356.79 and 2017/2018 \$31,187.62) for HCE, CCE and ADI Programs. Furthermore, Ms. Winter stated that in reviewing the Care Plan costs between CARES and Gulf Coast Jewish Family and Community Services, Inc. it was determined that CARES’ Care Plan costs were higher than those in Pinellas. Part of that was because of the number of APS referrals but also because of the higher vendor rates in Pasco County. Ms. Winter stated that this led AAAPP to review the vendor average rate and identified that CARES was charging up to 30% per unit rate on each service. Ms. Winter stated that these costs are contributing to the higher CARES cost plan rate resulting in less seniors being served in Pasco County than Pinellas County. Ms. Winter stated that the intention is not to reduce the dollar amount being spent but to serve more seniors more cost effectively in Pasco County. There were discussions and questions which the staff addressed. The motion to recommend to the Board of Directors to bring all Vendor Agreements from Pasco County under AAAPP administration as of July 1, 2018. None opposed. Motion passed.

Agenda Item # 11 – Program Planning and Development Committee Report

Ms. Tawnya Martino reported that applications were received from two agencies currently designated as Lead Agencies in PSA5 for continued consideration for Fiscal Year 2018-2019. Community Aging and Retirement Services is the current Lead Agency for Pasco County and Gulf Coast Jewish Family and Community Services, Inc. is the current Lead Agency for Pinellas County. Staff have reviewed the applications. By direction of the Committee, it is moved that the Board approve CARES and Gulf Coast Jewish Family and Community Services, Inc. as Lead Agencies and accept their applications. None opposed, motion passed.

Agenda Item # 12 – Older Americans Act/Local Service Programs Contract Review Process

Ms. Tawnya Martino presented the timetable for Older American Act/Local Service Program Contract Review Process for 2019.

Ms. Elithia Stanfield made a motion to approve the timetable and Judge Jirotko seconded. None opposed, motion carried.

Agenda Item # 13 – Strategic Planning Steering Committee Report

Vice President Hernandez stated that the first Strategic Planning Steering Committee meeting was held on May 15, 2018 with Nina Berkheiser, Strategic Planning consultant. Vice President Hernandez presented (1) the Strategic Planning Calendar for the period May to September 2018 which outlines the various committee meetings and three planning retreat facilitation scheduled for June 19, July 12 and August 23, 2018 and (2) the Strategic Planning Steering Committee which highlights Board Members Roles and Responsibilities which required Board Members commitment to the project.

Ms. Ann Marie Winter informed that an email survey will be sent to Board Members and AAAPP Service Providers as a component of this project.

Agenda Item # 14 – Older Americans Month

Mr. Jason Martino presented on the activities for Older American Month, May 2018. Mr. Martino informed the theme for Older Americans Month is “Engage at Every Age” which emphasizes that you are never too old or too young to be involved in your community. Mr. Martino stated that the AAAPP have reached out to the municipalities of Pasco and Pinellas requesting Proclamations in honor of Older Americans Month. Mr. Martino stated that these proclamations have been on display at the AAAPP in the Boardroom. Mr. Martino further stated that in addition AAAPP will be co-convening a meeting with the Pinellas County Government to discuss Food Insecurity among Older Adults on May 24, at the Enoch Davis Senior Centre. Mr. Martino stated that the goal of this meeting is to continue and engage AAAPP in short to long term projects in combating senior hunger in these counties.

Agenda Item # 15 – Annual Luncheon Debrief

Ms. Winter reported that 230 persons registered for this year’s annual luncheon and 207 persons attended compared to 187 persons last year. Ms. Winter stated that there were \$21,000 in pledges compared to \$17,000 last year. Ms. Winter stated that the event was well attended despite setbacks with the AAAPP video malfunction by Ruth Eckerd Hall’s system. Ms. Winter stated that the AAAPP video have been posted on the AAAPP Website, Facebook page and had been emailed to all Luncheon guests including sponsors, Board Members and

Advisory Council members. Ms. Winter gave special recognition to Mr. Jason Martino and Pinellas & Pasco Counties Communications for their effort and time spent on the production of the AAAPP video and to the leadership team for their great work during the event. Ms. Winter stated that consideration will be given for a new venue and food choices for next year's luncheon.

Agenda Item # 16 – Presidents Report

Vice President Camille Hernandez thanked staff and Board Members for their participation in the annual luncheon.

Agenda Item # 17 – Executive Director Report

Ms. Winter presented her Executive Director's report to the Board. Ms. Winter advised that as a result of the board vacancy created by Jan Rauer's resignation the AAAPP have received two applications and the Membership and Nomination Committee will be meeting before the next Board Meeting to consider both applications. Ms. Winter's activities for the month included 37 meetings including but not limited to: May 1-4, travel to Atlanta along with Ms. Katherine Carleton to attend meeting of the Administration on Community Living; May is Older Americans Month and AAAPP will be cohosting with Pinellas County convening on Food Insecurity Among Older Adults at the Enoch Davis Senior Center on May 24, to discuss the nutrition waitlist and needs of seniors in Pinellas; DOEA in partnership with AAAs in hosting regional Disaster Preparedness Summits on May 24; Meeting with Pasco County Commissioner Ron Oakley on April 20; Meeting with Pinellas County Commissioner Janet Long on April 24; Meeting with Board Chairman of Pasco Housing Authority, David Lambert and Deputy Chief of Staff Summer Robertson and Congressman Gus Bilirakis on May 9; Meeting with President/United Way, Alice Delgado.

Agenda Item # 18 – Board Members Comments

Mr. Robert Hartfield shared some of his concerns that he would like the Strategic Planning process to address Board and staff responsibilities especially since there are newly appointed members and additional vacancies were anticipated. He stated that persons would greatly benefit from a workshop or orientation to ensure that there are no misunderstandings between the roles of Officers, Committee Chairs, Board Members and to include government and the Sunshine clarifications.

Ms. Sallie Parks informed that the Dunedin Rotary Club is supporting the presentation of the play Denying Gravity on June 2, at the Community Center in Dunedin. This play is directed by BLS, an initiative of the AAAPP. Ms. Winter will provide more details on this event via email to Board and Advisory members.

Ms. Martha Lenderman requested that AAAPP name badges be made available to Directors when attending public official events.

Agenda Item # 19 – Open Agenda/Public Comments

None.

Agenda Item # 20 – Adjourn

There being no other items for discussion, the meeting adjourned at 11:22 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

Virginia Cruz

Approved if signed

Recording Secretary

Date _____