

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES–APRIL 16, 2018
HELD IN PASCO COUNTY, TRINITY MEDICAL CENTRE, TRINITY**

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
Judge George Jirotko, 6th Judicial Circuit
Julie Hale, Pasco County
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County
Martha Lenderman, Pinellas County
Mike Wells, Jr., Commissioner, Pasco County Board of County Commissioners
Paul McClintock, Pasco County
Robert Hatfield, Pasco County
Sallie Parks, Pinellas County

Board Members on Tele-Conference:

Not available

Board Members Not Present:

Barbara Sheen Todd, Pinellas County
Charles Robinson, Esquire, Pinellas County
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Elithia Stanfield, Pinellas County
Lounell Britt, Pinellas County
Virginia Rowell, Pinellas County

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
Beverly Burton, ADRC Director, Area Agency on Aging of Pasco-Pinellas
Wendy Arroyo, HR Administrator, Area Agency on Aging of Pasco-Pinellas
Katherine Thomley, Office Assistant, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas Board of Directors Meeting was held Monday April 16, 2018 at the Medical Centre of Trinity 9330 FL-54, Trinity FL 34655 Florida. President Chris Comstock called the meeting to order at 9:30 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 AAAPP called the roll. A quorum of board members was present.

Agenda Item # 5 – Public Comment for Items on Agenda

None

Agenda Item # 6 – Guest Speaker

Ms. Ann Marie Winter, introduced Officer Joel Quattlebaum, Senior Services Officer, Problem Oriented Policing Unit of the Largo Police Department. Officer Quattlebaum reported that the purpose of his department is to improve the quality of life of the seniors in Largo by solving problems, reducing crime and the fear of crime among the elderly of the community. He presented on the work of his Department and presented case studies which the Unit is faced with on a daily basis. There were questions of which Officer Quattlebaum addressed. No action necessary.

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

Ms. Katherine Carleton stated the AAAPP was informed by the Department of that the SHINE funds in the amount of \$315,300.36 for the period of April 1, 2018 to March 31, 2019 have been allocated.

Fire Commissioner Julie Peluso made a motion to accept funding and ratify the Executive Director's signature and Ms. Camille Hernandez seconded. None opposed, motion carried.

Agenda Item # 8 – Recognition of Former Board Member

President Comstock recognized Board Member Jan Rauer who served on the Board from 2009 to 2018. President Comstock announced that effective March 2018, Ms. Rauer had resigned from the Board due to health reasons.

Mr. Comstock stated that Ms. Rauer had a long history as a SHINE Volunteer and served on AAAPP's Board and Committees. Mr. Comstock stated that Ms. Rauer was a positive and important Board Member and her service to the community had been outstanding. The President stated that Ms. Rauer was a good mentor and was concerned about seniors in Florida. The President thanked Ms. Jan Rauer for her service.

Ms. Ann Marie Winter stated that with the absence of Ms. Rauer there was now an open Board Member seat in Pasco County. Ms. Winter stated that nominations were being accepted. Applications will be reviewed and the Membership and Nominating Committee would meet to review applications and make a recommendation to the Board.

Ms. Sally Parks recommended that a letter should be sent to Ms. Rauer to acknowledge her work on the Board.

Agenda Item # 9 - Consent Agenda

President Comstock stated that the items on the Consent Agenda were March 19, 2018 Board Meeting Minutes, Finance Committee presented the March 7, 2018 minutes, AAAPP Financial Statement, Surplus/Deficit Report for February 28, 2018 and Two Program Monitoring Reports: (1) Community Aging & Retirement Services, Inc. – Community Care for the Elderly, Alzheimer's Disease Initiative, Home Care for the Elderly Review – Annual Review. (2) Pasco County Community Services Department – Emergency Home Energy Assistance for the Elderly Program – Annual Visit. Ms. Martha Lenderman requested that Agenda item #9 D 1) Community Aging & Retirement Services, Inc. – Community Care for the Elderly, Alzheimer's Disease Initiative, Home Care for the Elderly Review – Annual Review be pulled for discussion. Ms. Sallie Parks made a motion to approve the Consent Agenda without Agenda Item #9 –D1 and Ms. Camille Hernandez seconded. There were no questions or comments. None opposed, motion carried.

Agenda Item # 10 - Item for Discussion from the Consent Agenda

Ms. Martha Lenderman stated that the details in the cover letter dated March 20, 2018 attached to the Annual Programmatic Monitoring Report required further discussion taking into consideration the concerns raised in the report.

Ms. Tawnya Martino reported that in February 2018 an Annual Program Monitoring exercise was conducted for CARES Community Care for the Elderly and Alzheimer's disease Initiative programs and significant issues were highlighted. Ms. Martino stated that these issues indicated that CARES does not have the basic systems in place to ensure that the basic functions are performed by Case Managers. Ms. Martino stated that after a thorough review, a requirement was put in place to conduct a 100% review all of CARES client files. Ms. Martino stated that a meeting was held with members of CARES Board who agreed to a Corrective Action Plan to address the missing CARES files documentation. Ms. Martino informed that a deadline of April 6, 2018 had been set to submit documentation for the 38 files which the

AAAPP had initially reviewed. Ms. Martino stated that AAAPP was currently conducting an internal review for any potential paybacks. Ms. Martino informed that the findings will be presented to CARES in the coming week and at the Finance Committee Meeting on May 7, and the Board of Directors on May 21, 2018. Ms. Martino reported that CARES has complied with the corrective action outlined. Judge Jirotko made a motion to approve the Program Monitoring Report and Ms. Harriett Crozier seconded.

Agenda Item # 11 – 2018/2019 Board Standing Committee Assignments

President Comstock announced the list of members of the Board Standing Committee for the period 2018-2019. He encouraged members to attend Committee Meetings as they were scheduled.

Agenda Item # 12 - AAAPP Financial Status

Ms. Katherine Carleton presented the unaudited Revenue and Expenditure Report for the period January 01, 2018 to February 28, 2018 with explanation of variances. Ms. Parks made a motion to accept the January 01 to February 28, 2018 Revenue and Expenditure Report and Ms. Julie Peluso seconded. There were no questions or comments. None opposed, motion carried.

Agenda Item # 13 - Emergency Home Energy Assistant to the Elderly Program (EHEAP) 2017-2018

Ms. Katherine Carleton stated that the AAAPP was notified by the Department of an increase to the EHEAP allocation by \$67,463 and the contract period was extended from March 31 to September 30, 2018. Ms. Carleton stated this increase will bring the AAAPP's total allocation to \$364,756. This was moved by Ms. Sallie Parks who made a motion to accept funding and ratify the Executive Director's signature. Judge Jirotko seconded. None opposed, motion carried.

Agenda Item #14 - General Revenue Programs (CCE/HCE/LSP and ADI)

Ms. Katherine Carleton stated that AAAPP was informed by the Department of the increase in allocations for the General Revenue Programs in the amount of \$96,192.80 for ADI, \$48,510.00 for CCE, \$4,640.00 for HCE and \$1.00 for LSP.

Ms. Camille Hernandez made a motion to accept funding and ratify the Executive Director's signature and Judge Jirotko seconded. None opposed, motion carried.

Agenda Item # 15 - Client Scenario

Ms. Beverly Burton described a client who is on AAAPP's wait list for Community Care for the Elderly, Homemaker, Chore and the Long Term Care Medicaid Program. Ms. Burton stated that the client was first screened in April 2017. Although the client called in 2018 to report change in her health, there were no significant changes in her answers to screening questions. Ms. Burton stated that the client reports significant health issues (i.e. COPD, stage four lung cancer, high blood pressure, arthritis and occasional incontinence). The client's goal is to live independently in the community. Despite her serious illnesses, she reports being totally independent with her activities of daily living and only needing assistance with heavy chores and housekeeping. Ms. Burton informed that at her current level of care needs, she is not a high priority for funded services compared to other clients on the waitlists.

Ms. Burton stated that the client will remain on AAAPP's wait list and will be screened again in July of 2018. Ms. Burton stated that the unmet needs of wait list clients are due to the lack of sufficient funding to support the needs of seniors in Pasco and Pinellas.

There were a few questions which Ms. Burton addressed. There were no further question or comments.

Agenda Item # 16 - Strategic Planning

Ms. Ann Marie Winter presented a Strategic Planning Facilitator Matrix which included 5 Strategic Planners who presented proposals for the Strategic Planning project. Ms. Winter gave a brief presentation of each individual who submitted a proposal. There were a few questions and comments which Ms. Winter addressed. Ms. Winter recommended Nina Berkheiser of Your NonProfit Advisor Inc. as the Strategic Planning Facilitator. Ms. Camille Hernandez made a motion to approve Nina Berkheiser, of Your NonProfit Advisor Inc., up to a total cost of \$7,000.00 and Ms. Sallie Parks seconded. None opposed, motion carried.

Agenda Item # 17 – Presidents Report

President Comstock thanked Jan Rauer former Board Director for her services particularly with SHINE, a letter will be sent to acknowledge her services. President Comstock informed that Commissioner John Morroni was ill and in hospital. President Comstock thanked Board Members for their work on the various Committees. President Comstock thanked the Executive Staff for their tremendous work in preparation for the Annual Luncheon.

Agenda Item # 18 - Executive Directors Report

Ms. Ann Marie Winter announced that the Omnibus Bill which included funding through September 2018 was passed by Congress and signed by the President. Ms. Winter stated that there were increases in both SHINE and OAA Program funding. Ms. Winter stated the 2019 Florida Legislative Budget was signed by the Governor and AAAPP's funding increases were preserved. Ms. Winter announced that she had been invited to be the Keynote Speaker at the Dunedin Senior Hall of Fame Event on May 16, 2018.

Ms. Winter stated that the AAAPP will be hosting an event in honor of Older Americans Act Month in conjunction with Pinellas County on Thursday May 24 at the Enoch Davis Senior Centre convening on Food and Security Among Older Adults. Ms. Winter reported that she had 47 meetings last month which included Commissioners and community leaders. She provided a summary of goals accomplished and goals still in progress.

Ms. Winter announced that thus far a total of 212 guests and 26 sponsors have committed for the Annual Luncheon. She stated that AAAPP will be presenting an award for Outstanding Humanitarian. Ms. Winter stated that Jason Martino and Pinellas & Pasco County Communications are producing two videos which will showcase the seniors that AAAPP serves. This video will also be used as part of AAAPP's Marketing Tools.

Ms. Winter stated that the Marketing and Communication Plan was still ongoing and all items were on schedule.

Ms. Winter noted that a Get Well Card will be sent to Commissioner John Morroni
Ms. Winter announced that a meeting of the Program Planning Committee will be scheduled before the next Board of Director Meeting. Meeting details will be sent.

Ms. Winter stated that she and Ms. Katherine Carleton will be attending a Meeting of the Administration for Community Living as part of the Federal Government on May 1 – 4 in Atlanta, GA.

Ms. Winter announced that Ms. Brenda Black, Administrative Secretary is no longer employed with the AAAPP. Ms. Virginia Cruz has replaced Ms. Black as the new Temporary Administrative Secretary, she joined on April 4, 2018. Ms. Winter wished Ms. Black her best wishes.

Agenda Item # 19 - Board Members Comments

Ms. Sallie Parks commented that the lack of safe and affordable housing for seniors is a cause for concern, something which the AAAPP needs to give some attention. Director Robert Hartfield extended an invitation to Board Members to the East Pasco Annual Elderly Leadership Breakfast, a fund raising event scheduled April 25, in Pasco County.

Agenda Item # 20 Open Agenda/Public Comments

None.

Agenda Item #21 Adjourn

There being no other item for discussion, the meeting adjourned at 11:17 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

Virginia Cruz

Approved if signed

Recording Secretary

Date: _____