



Area Agency on Aging  
of Pasco-Pinellas, Inc.

# Agenda

9549 Koger Blvd., Suite 100, Gadsden Bldg., St. Petersburg, FL 33702 • 727-570-9696

Area Agency on Aging of Pasco/Pinellas  
9549 Koger Blvd. Suite 100  
St. Petersburg, FL 33702  
**Teleconference Information**  
**Large Conference Room**

September 17, 2018  
9:30 A.M

**Long Distance: 1-855-335-9582**  
**Local: 727-286-2105**  
**ID: 480 Password: 480**

- ◆ **AGENDA ITEM # 1**      **CALL TO ORDER**
- ◆ **AGENDA ITEM # 2**      **INTRODUCTION OF AUDIENCE**
- ◆ **AGENDA ITEM # 3**      **PUBLIC MEETING NOTICE**
- ◆ **AGENDA ITEM # 4**      **ROLL CALL**
- ◆ **AGENDA ITEM # 5**      **PUBLIC COMMENT FOR ITEMS ON AGENDA**
- ◆ **AGENDA ITEM # 6**      **GUEST SPEAKER**  
Ms. Nina Berkheiser, Your Nonprofit Advisor, will present the Strategic Plan created by the Board.  
  
Additional Material: Strategic Plan  
Action Recommended: Motion to Approve
- ◆ **AGENDA ITEM # 7**      **ADDENDUM ITEM (S) OR ANY ITEM REQUIRING DISCUSSION**
- ◆ **AGENDA ITEM # 8**      **CONSENT AGENDA**
  - A. Board Meeting Minutes – August 20, 2018
  - B. Finance Committee Meeting Minutes – August 2, 2018
  - C. Financial Statement July 31, 2018
  - D. Surplus/Deficit Report – July 31, 2018
  - E. Program Monitoring Reports
    - 1. Neighborly Care Network – Older Americans Act Title III-B/LSP Transportation Program – Annual Visit
    - 2. Community Aging & Retirement Services, Inc. – Older Americans Act Title III-B/LSP Homemaker Program – Annual Visit

Additional Material: Attached Handouts  
Action Recommended: Motion for approval

◆ **AGENDA ITEM # 9**      **ITEMS FOR DISCUSSION FROM THE CONSENT AGENDA**

◆ **AGENDA ITEM # 10**      **EXECUTIVE COMMITTEE REPORT**  
(President Chris Comstock)

The Executive Committee met by regular meeting on September 6, 2018 to discuss the following items:

**A. Executive Director's Evaluation**

Per the agency's Bylaws, the Executive Committee met and reviewed Ann Marie Winter's 12 month evaluation initiated by President Chris Comstock. The Committee provided input to the President and took final action to finalize the evaluation at the meeting.

Additional Material: None.

Action Recommended: Information only, no action Necessary

**B. Executive Director's Annual Salary**

The Executive Committee discussed a raise for the Executive Director effective October 1, 2018. The Committee moved and approved that a \$6000 raise be given to Ms. Winter in response to her outstanding evaluation.

Additional Material: None.

Action Recommended: The Committee recommends a motion for the Board to approve the \$6000 raise for the Executive Director effective October 1, 2018.

◆ **AGENDA ITEM # 11**

**STAFF RAISES**

(Ms. Ann Marie Winter)

A discussion will take place on the establishment of raises for staff to be effective October 1, 2018. The agency has budgeted up to 3% raises dependent on satisfactory performance evaluations and budget approval.

Additional Material: Handout

Action Recommend: Motion to approve 3% raises effective October 1, 2018 through December 31, 2018 and through September 2019 when DOEA approves 2019 AAAPP Budget.

◆ **AGENDA ITEM # 12**

**BANK SEARCH**

(Ms. Katherine Carleton)

The AAAPP is requesting to move funds to a more responsive bank due to monthly fees charged by TD Bank.

Additional Material: Handout

Action Recommend: Finance Committee recommends that the Board approve funds be moved to Freedom Bank

- ◆ **AGENDA ITEM # 13**      **CY2019 AREA PLAN UPDATE**  
(Mr. Jason Martino and Ms. Katherine Carleton)  
Staff will present a summary of the CY2019 Area Plan Update for review and approval prior to submission to the Department of Elder Affairs.

Additional Material: A. CY2019 Goals and Objectives – To Be Distributed

B. Contract Module

Action Recommended: Motion to approve and submit to DOEA

- ◆ **AGENDA ITEM # 14** **PRESIDENTS REPORT**
- ◆ **AGENDA ITEM # 15** **EXECUTIVE DIRECTORS REPORT**
- ◆ **AGENDA ITEM # 16** **BOARD MEMBER COMMENTS**
- ◆ **AGENDA ITEM # 17** **OPEN AGENDA/PUBLIC COMMENTS**
- ◆ **AGENDA ITEM # 18** **ADJOURN**

If you are a person with a disability who needs any accommodation in order to participate in this meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the Area Agency on Aging of Pasco-Pinellas, Inc. at (727) 570-9696, Ext. 233 within three working days of the meeting.

**\*\*\*THIS MEETING IS OPEN TO THE PUBLIC\*\*\***

## EVENTS CALENDAR

AREA AGENCY ON AGING OF PASCO-PINELLAS  
September 27, 2018 - November 3, 2018

- September 27, 2018 - DOEA Monitoring Visit Entrance Meeting  
AAAPP Conference Room  
8:30 am – 10:00 am
- September 28, 2018 - DOEA Monitoring Visit Exit Meeting  
AAAPP Conference Room  
10:00 am – 12 noon
- October 15, 2018 - AAAPP Board of Directors Meeting in Pasco County  
Galen Wilson Senior Center  
8600 Galen Wilson Blvd  
Port Richey FL 34668  
9:30 am – 11:00 am**
- October 23, 2018 - Age Friendly Plan Review & Feedback Meeting  
St Pete College, Collaborative Labs  
1:30 pm – 4:30 pm
- October 30, 2018 - BLS Fundraiser / 30<sup>th</sup> Anniversary Celebration  
Bayou Club  
5:30 pm – 8:30 pm
- November 3, 2018 - PAN Fundraiser / Boots & Bling  
Verizon Center, New Port Richey  
6:00 pm -10:00 pm