

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
BOARD OF DIRECTORS' MEETING MINUTES  
September 17, 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  
Virginia Rowell, Pinellas County  
Anne Corona, Pasco County  
Barbara Sheen Todd, Pinellas County  
Charles Robinson, Esquire, Pinellas County  
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners  
Elithia Stanfield, Pinellas County  
Julie Hale, Pasco County  
Martha Lenderman, Pinellas County  
Paul McClintock, Pasco County  
Robert Hatfield, Pasco County

**Board Members on Tele-Conference:**

Judge George Jirotko, 6th Judicial Circuit  
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue, Pinellas County  
Mike Wells, Jr., Commissioner, Pasco County Board of County Commissioners

**Board Members Not Present:**

None

**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  
Elizabeth Heyne, Program Manager, Area Agency on Aging of Pasco-Pinellas  
Virginia Cruz, Administrative Secretary, Area Agency on Aging of Pasco-Pinellas  
Nina Berkheiser, CFRE Your NonProfit Advisor  
Kristina Jalazo, Director GCJFCS

**Agenda Item # 1 – Call to Order**

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday, September 17, 2018 at 9549 Koger Blvd., St. Petersburg, FL. President Chris Comstock called the meeting to order at 9:35 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 – Guest Speaker**

Ms. Nina Berkheiser presented the AAAPP Strategic Plan which was created as a result of 3 Strategic Planning Retreats. The Plan examined the growing needs of the community and AAAPP's corporate purpose and developed goals and strategies to ensure that Area Agency on Aging remains relevant. The process involved the participation of Board Members, a representative of the Advisory Council and Leadership Staff. Ms. Berkheiser presented the Strategic Plan which consisted of (1) the Executive Summary which outlined goals and strategies, values, vision and mission and (2) a Comprehensive Strategic Plan which included the history of the planning process and the AAAPP's working plan. Ms. Berkheiser highlighted the Board Goals in order of priority and the corresponding strategy to achieve each goal. Ms. Berkheiser also highlighted the 10 Basic Responsibilities of the Board of Directors and impressed upon the Board to pay particular attention to the Environmental Scan, the status of the older population and AAAPP.

Vice President Camille Hernandez thanked Ms. Berkheiser and everyone who participated in the Strategic Planning and addressed the meeting on the Comprehensive Strategic Plan highlighting the 4 Goals of the Strategic Plan. In presenting the plan, Ms. Hernandez stated that in order to achieve the Goals and Strategies listed, a Board Champion strategy will be implemented and each Board Champion will be attached to a Strategic Goal to make the plan a reality. Ms. Hernandez encouraged Board Members to sign up and participate as Board Champions. She circulated a sign-up sheet during the meeting.

Ms. Sallie Parks made a request for further clarification and explanation of the Strategic Plan, Ms. Ann Marie Winter provided a detailed explanation of the goals and strategies of the Plan. Ms. Elithia Stanfield requested that all abbreviations be removed from the Strategic Plan.

Ms. Martha Lenderman expressed her concerns to the Strategic Plan. Ms. Lenderman stated that some of the Goals listed in the plan are inappropriate to the role of the Area Agency. Ms. Lenderman stated that the focus of the Area Agency on Aging is a funding, monitoring and advocacy entity and not the provider of direct client care and should only be a vendor of last resort when no other qualified service provider is available.

There were questions and comments which were addressed. Ms. Virginia Rowell made a motion to approve the AAAPP Strategic Plan and Mr. Charlie Robinson seconded. None opposed, motion carried.

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

None.

### **Agenda Item # 8 – Consent Agenda**

President Comstock stated that the items on the Consent Agenda were Board Meeting Minutes – August 20, 2018, Finance Committee Meeting Minutes – August 2, 2018, Financial Statement July 31, 2018, Surplus/Deficit Report – July 31, 2018, 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.

Ms. Elithia Stanfield requested that the Board Minutes of August 20, 2018 be pulled and Ms. Virginia Rowell requested that the Program Monitoring Report – 1. Neighborly Care Network Older Americans Act Title III-B/LSP Transportation Program – Annual Visit be pulled. There were no questions and comments. Ms. Harriet Crozier made a motion to approve the Consent Agenda without Agenda Item 8 A and Item 8 E 1. Ms. Camille Hernandez seconded. None opposed, motion carried.

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

Ms. Elithia Stanfield referred to “page 5 - last paragraph” of the minutes of August 20, 2018 the name “Berry Burton” should read “Barry Burton”. The correction was noted.

Ms. Virginia Rowell enquired about the recruitment of the new Executive Director of Neighborly Care Network (NCN), the status of the Area Agency’s letter to the NCN Board Chair which was discussed at the last Board meeting and the corrective action plan that was required as a result of the recent OAA/LSP Transportation Monitoring. Ms. Tawnya Martino informed that it was received and under review. Ms. Martino informed that NCN paid all units as outlined in the Monitoring Report and her department will monitor with follow-up visits to ensure all documentation supports the units presented.

Ms. Ann Marie Winter reported that NCN was in the process of finalizing the recruitment of the new Executive Director and no official announcements have been made. Ms. Winter explained that the letter was written awaiting conclusion of this meeting to be signed and sent out.

Ms. Camille Hernandez made a motion to accept Agenda Item # 8A and 8 E 1 and Ms. Harriet Crozier seconded. None opposed, motion carried.

### **Agenda Item # 10 – Executive Committee Report**

#### **A. Executive Director’s Evaluation**

The President reported that the Executive Committee met on September 6, 2018 to review the Executive Director’s 12 month performance evaluation which he initiated. President Comstock said that the Committee provided input and the evaluation was finalized at the Executive Committee meeting.

Commission Charlie Justice commented that the full Board should be given the opportunity to contribute to the evaluation process of the Executive Director. Commissioner Justice said that Board participation can be done through an evaluation survey which may not require an amendment of the By Laws. Ms. Martha Lenderman stated that an amendment of the By Laws may not be necessary as the authority rests with the Executive Committee.

Discussions ensued on the matter. Ms. Winter advised that she will liaise with other non-profit organizations who operate under the Sunshine Law and will share her findings with the Executive Committee.

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

President Comstock reported that the Executive Committee met by regular meeting on September 6, 2018 and the Committee discussed a raise for the Executive Director effective October 1, 2018. He said that the Committee move and approved that a \$6000 raise be given to Ms. Winter in response to her outstanding evaluation.

The Committee recommends a motion for the Board to approve a \$6000 raise for the Executive Director effective October 1, 2018. A motion to approve was carried. None opposed.

**Agenda Item #11 – Staff Raises**

Ms. Ann Marie Winter informed that Budget Allocations for 2019 from the Department of Elderly Affairs (DOEA) were still pending. Ms. Winter requested up to 3% staff raises dependent on satisfactory performance evaluation. Ms. Winter requested budget approval for the period October 1 to December 31, 2018 in the amount of \$16,920.15 and through September 2019 the amount of \$104, 263.43 pending DOEA issuance of 2019 Allocations. Ms. Elithia Stanfield enquired on the possibility of a higher percentage increases of 3% - 5% along the lines of the budgeted allocations for the period 2019 and in recognition of staff hard work and support provided to the Executive Director for the past year. There were questions and comments which were addressed.

Ms. Elithia Stanfield made a motion to approve up to 3% raises for the period October 1 to December 31, 2018, dependent on satisfactory performance evaluation, and upon issuance of DOEA Allocations, that Ms. Katherine Carleton will submit to the Finance Committee a comparison chart for 2019 indicating 3%, 4% and 5% raises respectively for 2019 for discussion at the October meeting with a recommendation for a motion to the Board. The motion was seconded by Mr. Paul McClintock. None opposed, motion carried.

**Agenda Item #12 – Bank Search**

Ms. Katherine Carleton requested that the AAAPP move funds to a more responsive bank than TD Bank due to monthly service charge fees of \$591.92 with zero interest paid on AAAPP VA Accounts and no assistance for AAAPP's Annual Luncheon. Ms. Carleton stated that a Bank Search was conducted and 5 banks responded with proposals. The Finance Committee recommended that the Board approve funds be moved to Freedom Bank which charges monthly service charge fees of \$164.40 with proposed monthly interest of \$1,312.50 on the VA Account along with Freedom Banks's contribution to the AAAPP's Annual Luncheon.

The Board approved that the funds be moved to Freedom Bank. Motion carried, none opposed.

**Agenda Item #13 – CY2018 Area Plan Update**

**A. CY2019 Goals and Objectives**

Mr. Jason Martino presented a summary of the CY2019 Area Plan Goals and Objectives updated for review and approval prior to submission to the Department of Elderly Affairs. Ms. Sallie Parks made a motion to approve the CY2018 Area Plan. Ms. Barbara Sheen Todd seconded. None opposed, motion carried.

## **B. Contract Module**

Ms. Katherine Carleton informed that the Contract Module was not yet available and will be presented at the October Board of Directors meeting, provided that DOEA provides it with our 2019 Allocation.

### **Agenda Item #14 – President’s Report**

President Comstock thanked the Executive Committee for their input on the Executive Director’s evaluation, Ms. Nina Berkheiser for her support in helping to create the Strategic Plan and all Board Members who participated in the Retreats. He asked that Board Members keep the plan in mind in moving forward in the next three years.

### **Agenda Item #15 – Executive Director’s Report**

Ms. Ann Marie Winter presented her Executive Directors report along with an updated AAAPP Organization Chart. Ms. Winter thanked the President, Executive Committee and other Board members for her evaluation, their guidance, support and leadership over the past year. Ms. Winter stated that at the last Board meeting a request was made for an analysis of termination from the Waitlist as well as a review of NCN Adult Day Care and Dinning sites will both be presented at the October Board meeting. Ms. Winter reported that Pasco Aging Network distributed \$16,000 in mini-grants to 12 organizations in Pasco County. BLS will be awarding \$15,000 in mini grants to aging networks providers in Pinellas County, DOEA Monitoring visit scheduled for 9/27/18 to 9/28/18, Director of Outreach will spend 1 day per week in our Pasco Office in Land O Lakes for outreach events and agency led meetings. Denying Gravity, the play, will have free performances in St Petersburg on 9/22/18. Ms. Winter’s activities for the month included 33 meetings but not limited to: August 8 – Older Adults Food Insecurity Convening at the Sunshine Center, August 27 – Pinellas County Mayors’ Luncheon, September 11 – Meeting with Duggan Cooley and Kerry Kimball Marsalek re: Older Adults Survey.

### **Agenda Item #16 – Board Member Comments**

Mr. Charlie Robinson commented that the planning process is a turning point for AAAPP. As Board members they are now more aware of their roles and responsibilities so Board members must do what they can to expand the Agency’s footprint.

Ms. Martha Lenderman stated that she is pleased with AAAPP Director of Outreach’s presence at the Pasco Office.

Ms. Camille Hernandez commented that in order to provide other Board Members the opportunity to review the Executive Director’s evaluation, a copy will be mailed to each Board member.

President Comstock announced that the October 15, 2018 Board of Directors meeting will be held in Pasco County at Regency Park Library, 9701 Little Rd, New Port Richey, FL 34654. The address will be emailed to Directors.

### **Agenda Item #17 – Open Agenda/Public Comment**

None.

**Agenda Item #18 – Adjourn**

There being no other items for discussion the meeting adjourned at 11:30 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

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Virginia Cruz  
Recording Secretary

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Approved if signed

Date \_\_\_\_\_