

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS' MEETING MINUTES
February 11, 2019**

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
Immediate Past President, Virginia Rowell, Pinellas County
Charles Robinson, Esquire, Pinellas County
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Elithia Stanfield, Pinellas County
Julie Hale, Pasco County
Julie Peluso, Fire Commissioner, Palm Harbor Fire Control & Rescue
Martha Lenderman, Pinellas County
Mike Wells, Commissioner, Pasco County Board of County Commissioners
Paul McClintock, Pasco County
Robert Hatfield, Pasco County
Sallie Parks, Pinellas County

Board Members on Tele-Conference:

Judge George Jirotko, 6th Judicial Circuit

Board Members Not Present:

Anne Corona, Pasco County
Barbara Sheen Todd, Pinellas County

Others Present:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Katherine Carleton, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, ADRC Director
Wendy Arroyo, HR Administrator, Area Agency on Aging of Pasco-Pinellas
Bonnie Hough, Director of Outreach
Peggy Herlache, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Recording Secretary, Area Agency on Aging of Pasco-Pinellas
Courtney Vandenberg, Executive Aide to Commissioner Charlie Justice Pinellas Board of County Commissioners
David Lomaka, Executive Director Neighborly Care Network

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. and Board of Directors Meeting was held Monday February 11, 2019 at 9549 Koger Blvd, St Petersburg, Florida 33702. President Chris Comstock called the meeting to order at 9:32 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. Ann Marie Winter introduced the Guest Speaker, Mr. Duggan Cooley, CEO, Pinellas Community Foundation and gave a brief summary of Mr. Cooley's background. In opening, Mr. Cooley stated that the Pinellas Community Foundation operates as a Non-Profit and manages funds for and/on behalf of donors and endowments totaling \$110,000,000. Mr. Cooley presented on the historic events of his organization highlighting that 2019 is the 50th Anniversary of the Pinellas Community Foundation, with more than \$55 million grants awarded in charitable support. Mr. Cooley, in his power point presentation, outlined the Foundation's focus on Pinellas County which includes local and personalized access to expert professional investment management; high quality cost efficient administrative and stewardship services; Higher visibility for charitable funds; fund strategies both organizational and customized; ACT II which focuses on bringing together community partners to better understand aging; strong partnerships with AAAPP and launch of community assessment survey for older adults and other services. There were questions on entrance and exist costs, minimum donation requirements to Pinellas Community Foundation, unique donor advised funds and minimum contribution required to open a fund which Mr. Cooley addressed. For information only, no action necessary.

**Agenda Item # 7 - Addendum Item (s) or any other Item Requiring Board Discussion
Funding Increase for the Emergency Home Energy Assistance for the Elderly Program**

Ms. Katherine Carleton informed that the Department of Elder Affairs has awarded an additional \$204,420 for the Emergency Home Energy Assistance for the Elderly Program for a total contract of \$415,486.

Ms. Sallie Parks made a motion to accept funding and to ratify the Executive Director's signature.

Ms. Virginia Rowell seconded. None opposed, motion carried.

Agenda Item # 8 – Consent Agenda

President Chris Comstock stated that the items on the Consent Agenda were:

Board of Directors Meeting Minutes of January 14, 2019; Finance Committee Meeting Minutes of January 3, 2019; Financial Statements December 31, 2018; Surplus/Deficit Report December 31, 2018; Finance Monitoring Reports; Critical Signal Technologies, Inc. – Administrative Review – Annual Desk Review. There were no questions or comments. Ms. Camille Hernandez made a motion to approve the Consent Agenda. Ms. Harriet Crozier seconded. None opposed, motion carried.

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

None.

Agenda Item # 10 – Membership and Nominating Committee Report

Chair Charlie Justice reported that the Membership and Nominating Committee met by Tele-Conference on January 28, 2019 and reviewed the following:

A. Proposed Annual Election of Directors of the Board

Chair Charlie Justice said that the Membership and Nominating Committee reviewed and considered additional three-year terms for the following Board Members: Mayor Camille Hernandez, Martha Lenderman, Paul McClintock, Fire Commissioner Julie Peluso, Sallie Parks and Virginia Rowell. Chair Justice informed that five of the six Directors wish to renew for another term. The new three-year term (2019-2022) will begin following the Agency's Annual Meeting on March 18, 2019. For information only, no action necessary.

B. Proposed Annual Election of Officers of the Board

Chair Charlie Justice reported that the Membership and Nominating Committee also reviewed and considered leadership responses. Chair Justice will be recommending a new slate of Officers for the next one-year term, to begin at the end of the Agency's Annual Meeting on March 18, 2019. For information only, no action necessary.

C. Board Vacancy

Chair Charlie Justice informed that the Committee discussed and was reviewing 3 candidates to take a seat on the Board of Directors following the resignation of Lounell Britt and the non-renewal of Fire Commissioner Julie Peluso. For information only. No action necessary.

Agenda Item # 11 Area Agency on Aging Advocacy Committee Report

Chair Elithia Stanfield informed the meeting that the Advocacy Committee met for its first meeting at the Hale Senior Center in Dunedin on January 22, 2019. Chair Stanfield highlighted that in line with the task of recruiting volunteers with PR and Marketing Expertise, the Committee would require future guidance from the Board. Ms. Elithia explained that in an effort to recruit members with PR and Marketing background the Committee would require the assistance of the Advisory Council to identify persons within the Council, the Membership and Nominating Committee to consider future nominees and Board Champion Martha Lenderman in terms of (Board Goal #1 -Strategy 3) to also consider interns from the business sectors. Ms. Stanfield concluded that a revision of the By-Laws may be necessary in the near future, in considering the new goals and strategies of the Strategic Plan.

Ms. Stanfield presented a recommendation of the Advocacy Committee Job Description for approval by the Board which read "The Board Advocacy Committee will increase awareness of issues and advocate for services to seniors, caregivers and persons with disabilities." The recommendation was approved by the Board. None opposed, motion carried.

Agenda Item # 12 – USF Geriatric Workforce Enhancement Program (GWEP) Grant

Ms. Katherine Carleton informed that the USF Geriatric Workforce Enhancement Program (GWEP) has issued a contract in the amount of \$44,517 for a sub-award, to develop a referral partnership between Turley Family Health Center Geriatric Clinic and the Area Agency on Aging of Pasco – Pinellas. There were questions on the duration of the grant and hiring of additional staff, which Ms. Carleton addressed. Ms. Sallie Parks made a motion to accept funding. Ms. Julie Peluso seconded. None opposed, motion carried.

Agenda Item # 13 – Human Services Funding Agreement

Ms. Katherine Carleton informed that the Agency was notified that Pinellas County Health Services awarded the Area Agency on Aging of Pasco-Pinellas Inc. \$100,000. Ms. Carleton stated that the County and the AAAPP determined there were unmet needs within the community which continues to exist in the Home Delivered Meal Program. Ms. Carleton explained that the purpose of this award is to provide the AAAPP with funding to assist in meeting the nutritional needs of the senior population in Pinellas County. Ms. Carleton pointed out that the grant will end on September 30, 2019 and the entity "Moms Meals" has been selected. There was a concern why the selection of "Moms Meals." Ms. Carleton clarified that the decision was based on high quality meal and lower price which will result in the ability to feed more seniors in Pinellas County. Ms. Sallie Parks made a motion to accept funding. Ms. Julie Hale seconded. None opposed, motion carried.

Agenda Item # 14 – Office Construction

Ms. Katherine Carleton and Mr. Jason Martino presented the AAAAPP Office Construction Bid Selection Matrix and Architectural rendering of the lobby layout. Mr. Martino informed that with the intent to bolster office security and increase usable office space, the Area Agency on Aging will modify the existing lobby by restricting access to the public in staff areas and create two new working stations. There were questions and comments which were addressed by staff. By recommendation of the Finance Committee,

the Board of Directors approved the office construction by "I Constructors" based on a total estimated cost of \$21,502. None opposed, motion carried.

Agenda Item # 15 – Outreach Plan

Ms. Bonnie Hough presented the Draft Outreach Targeting Plan for the AAAPP developed in 2018, as part of the Strategic Plan to increase awareness of AAAPP throughout the community. Ms. Hough highlighted the three main goals of the program and the strategies to achieve these goals.

Ms. Virginia Rowell congratulated Ms. Hough on her presentation. There were questions and comments which Ms. Hough addressed. Ms. Virginia Rowell made a motion to approve the Outreach Targeting Plan. Mr. Charlie Robinson seconded. None opposed, motion carried.

Agenda Item # 16 – Contract Review Process State General Revenue Programs FY 2019-2020

Ms. Peggy Herlache presented the contract review process for state general revenue programs, there were no lead agencies out to bid this year. Ms. Camille Hernandez made a motion to approve the Timetable. Ms. Virginia Rowell seconded. There were no questions or comments. None opposed, motion carried.

Agenda Item # 17 – President's Report

President Comstock thanked everyone for their contribution towards the achievements of the Strategic Plan. He also thanked Board Members who have signed up for a second term and Officers who intend to serve. President Comstock thanked Fire Commissioner Julie Peluso for her years of service to the AAAPP Board of Directors. President Comstock informed that he met Congressman Charlie Chris over the weekend and had brief discussions with him about IRA withdrawals for seniors aged 60 – 70 years.

Agenda Item # 18 – Executive Director Report

Ms. Ann Marie Winter, Executive Director thanked Board members who serve as Board Champions on the Strategic Plan. Ms. Winter commented that the AAAPP is very pleased with the selection of Mr. Richard Prudhom as the new Secretary of the Department of Elder Affairs. Ms. Winter reported that she had meetings with the Local House and Senate members in response to the AAAPP Legislative Priorities and thanked Board Members who accompanied her to these meetings. Ms. Winter informed the meeting that the new LLC entity has been created "Golden Years Needs LLC" and an EIN number was allocated. The Executive Director confirmed that Neighborly Care Network (NCN) has successfully submitted their Corrective Action Plan which was being reviewed by AAAPP. Ms. Winter stated that the AAAPP will continue to work with NCN to ensure continued compliance. Ms. Winter's activities for the month included 23 meetings/events including but not limited to: January 15 - meeting with Senator Ed Hooper; January 30 – meeting of F4A with DOEA Secretary Richard Prudhom. Ms. Winter announced that sponsorship benefit forms were now available and requested Board members to encourage organizations/friends to consider participating as sponsors for the upcoming Annual Luncheon.

Ms. Winter stated that these sponsorship funds will go towards funding the UnMet needs of seniors within the community.

Agenda Item # 19 – Board Members Comments

Ms. Virginia Rowell inquired about the next appropriate step to further explore continuing relations with Pinellas Community Foundation. Ms. Winter explained that one of the Strategic Plans goals for Year 2 was to work on development and increase in support from individuals, corporate sponsors and foundations. Ms. Winter further stated that no one had signed up as Board Champion and it would be up to the Board to decide on how to proceed in the absence of a Board Champion.

Ms. Martha Lenderman drew attention to the AAAPP Building entrance which did not have a handicap entrance switch. Ms. Winter informed that the AAAPP will follow-up with Baypoint Management.

Agenda Item # 20 – Open Agenda/Public Comments

None.

Agenda Item # 21 – Adjourn

There being no other items for discussion the meeting adjourned at 11:14 a.m.

Respectfully Submitted,

Harriet Crozier, Secretary

Approved if signed

Virginia Cruz
Recording Secretary

Date _____