

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

August 19, 2019

Board Members Present:

President, Camille Hernandez, Mayor, City of Dade City, Pasco County
Secretary Virginia Rowell, Pinellas County
Immediate Past President, Chris Comstock, Pinellas County
Audrey Baria, Pinellas County
Barbara Sheen Todd, Pinellas County
Charlie Justice, Commissioner, Pinellas County Board of County Commissioners
Elithia Stanfield, Pinellas County
Julie Hale, Pasco County
Linda Lee, Pinellas County
Martha Lenderman, Pinellas County
Paul McClintock, Pasco County
Robert Hatfield, Pasco County
Sallie Parks, Pinellas County
Stuart Strikowski, Pinellas County

Board Members on Tele-Conference:

Anne Corona, Pasco County
Judge George Jirotko, 6th Judicial Circuit
Mike Wells, Commissioner, Pasco County Board of County Commissioners

Board Members Not Present:

Vice-President, Charles Robinson, Esquire, Pinellas County
Treasurer, Harriet Crozier, 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, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, Area Agency on Aging of Pasco-Pinellas
Bonnie Hough, Director of Outreach, Area Agency on Aging of Pasco-Pinellas
Peggy Herlache, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
Wendy Arroyo, HR Administrator, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz, Recording Secretary, Area Agency on Aging of Pasco-Pinellas
Rebecca Herman, AAAPP Intern, St Leo University
David Hochsprung, Cavanaugh Co. LLP
Courtney Vandenberg, Executive Aide to Commissioner Charlie Justice
Edith Golden, CARES
Mike Neumann, CARES

Agenda Item # 1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc., Board of Directors' Meeting was held Monday August 19, 2019 at 9549 Koger Blvd., St. Petersburg, FL. President Camille Hernandez called the meeting to order at 9:37 a.m.

Agenda Item # 2 – Introduction of Audience

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

Agenda Item # 3 – Public Meeting Notice

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 presenting the Area Agency on Aging Audit Report

Ms. Katherine Carleton introduced Mr. David Hochsprung of Cavanaugh Co., LLP who presented a summary of the Draft Financial Statements and Compliance Reports for the period December 31, 2018. Mr. Hochsprung informed that in an effort to establish a better review process of the audit he met with the Finance Committee on August 1, 2019 which allowed for a more detailed, thorough and transparent presentation. He stated that this process also creates a forum for discussion, questions and comments from committee members. Mr. Hochsprung in his PowerPoint presentation reported that the new Financial Standards Reporting Model took effect this year but did not have any significant impact on the AAAPP, since the Agency does not have a variety of net assets. He stated that the only change which the agency had to adopt was that of the liquidity footnote which Ms. Katherine Carleton developed to describe the liquidity status of the agency. In terms of the statement of financial position, there were no issues in terms of significant changes. In closing, Mr. Hochsprung stated overall the Agency is in good strong financial position with a very consistent source of revenue and a 92% of functional expenses. All questions and comments were addressed by Mr. Hochsprung and Ms. Katherine Carleton. President Camille Hernandez thanked Mr. Hochsprung for presenting the Audit. Dr. Audrey Baria made a motion to accept and file the Audit and Ms. Sallie Parks 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 Camille Hernandez stated that the items on the Consent Agenda were - Board Meeting Minutes – June 17, 2019; Finance Committee Meeting Minutes – June 6, 2019; Financial Statements – June 30, 2019; Surplus/Deficit Report – June 30, 2019; Fiscal Monitoring Report(s): Gulf Coast Jewish Family and Community Services, Community Care for the Elderly, Alzheimer's Disease Initiative, Home Care for the Elderly, Older Americans Act; Annual Visit: Pinellas Opportunity Council, Community Care for the Elderly, Alzheimer's Disease Initiative, Home Care for the Elderly, Older Americans Act, Emergency Home Energy Assistance for the Elderly Program; Annual Visit: Bay Area Legal Services, Older Americans Act IIIIEB and IIIIEG; Annual Visit: Program Monitoring Report(s). Pinellas Opportunity Council – Older Americans Act Title III-B / LSP Chore Program – Annual Visit: Community Aging & Retirement Services, Inc. – Older Americans Act Title III-B / LSP Chore Program – Annual Visit: Pinellas Opportunity Council– Emergency Home Energy Assistance for the Elderly Program – Annual Visit: Bay Area Legal Services –Older Americans Act IIIIEB and IIIIEG; Annual Visit: Area Agency on Aging of Pasco-Pinellas, Information and Referral/Assistance & Intake & Screening; Annual Visit: Pasco County Public

Services Older Americans Act Title III-B / LSP Transportation Program – Annual Visit. Ms. Virginia Rowell made a motion to approve the Consent Agenda. Ms. Sallie Parks seconded. None opposed, motion carried.

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

None.

Agenda Item #10 – Program Planning and Development Committee Report

Chair Julie Hale reported that the Program Planning and Development Committee met by Tele-conference on August 7, 2019 and reviewed Continuing Applications received by the current Older Americans Act/Local Service Providers applying for continuing services within Pasco and Pinellas counties. Chair Hale informed that the AAAPP staff reviewed continuing applications received by the current Older Americans Act providers applying for continuing services within Pasco and Pinellas counties and recommended that they be approved for FY2020. Staff informed that all pending additional information requested was received. The information was corrected and remained consistent. By direction of the Committee a motion that the continuing applications and provider unit rates be approved. The Board voted on the motion, none opposed, the motion was carried.

Agenda Item #11 – Alzheimer’s Disease Initiative

Ms. Katherine Carleton informed that the Area Agency on Aging of Pasco-Pinellas, Inc. received additional pass through dollars in the amount of \$334,140 for a total allocation of \$2,320,444.

Ms. Carleton explained that these dollars were specifically for the Alzheimer’s Disease and Related Disorders Association Inc., d.b.a. Florida Gulf Coast Chapter. Ms. Carleton highlighted that the legislatively approved allocation will allow for County by County visits of the Brain Bus, the purchase of a new Cargo Van to include shrink wrapping and general operating expenses. Ms. Carleton stated that this allocation was not included in the prior Alzheimer’s Disease Initiative allocation that was previously approved by the Board. There were questions and comments which Ms. Carleton addressed. Commissioner Charlie Justice made a motion to approve funding for the Alzheimer’s Disease Initiative. Ms. Elithia Stanfield seconded. None opposed, the motion was carried.

Agenda Item #12 – 2020-2022 Area Plan Goals and Objectives

Mr. Jason Martino, Director of Planning presented the 2020-2022 Area Plan Goals and Objectives for review and approval prior to submission to the Department of Elder Affairs (DOEA).

Mr. Martino informed that two new goals were included by the DOEA. Goal 5 and Goal 7. He also highlighted the summary of changes which included two new initiatives namely the CASOA Survey and the AAAPP Strategic Plan. There were questions and comments on the continued participation on the AARP sponsored Caregiver Coalition and working with the DCCI on Alzheimer’s Disease Initiative. These were addressed by Mr. Martino. Ms. Sallie Parks made a motion to approve the 2020-2022 Area Plan Goals and Objectives. Mr. Chris Comstock seconded. None opposed, motion carried.

Agenda Item #13 – Annual Luncheon 2020 Date Selection

Ms. Bonnie Hough presented two proposals for a date selection for the 2020 Annual Luncheon. Board members deliberated and agreed that the Luncheon will be held on April 22, 2020. The venue, Largo Performing Arts Center as previously agreed.

Mr. Chris Comstock made a motion to approve April 22, 2020. Mr. Paul McClintock seconded. None opposed, motion carried.

Agenda Item #14 – Client Attorney Session

President Camille Hernandez asked that all AAAPP staff and members of the general public be excused from the meeting with the exception of the Executive Director and the Human Resources Administrator.

President Hernandez informed that the AAAPP Board of Directors was taking the meeting into the Shade to seek guidance on a legal matter which have been brought before an administrative agency.

Attorney-Client Session: Board discussion with Legal Counsel regarding a pending legal case, Charge Case #8-19-cv00905-TBB-AAS.

Agenda Item #15 – President’s Report

President Camille Hernandez announced that the Executive Committee will be meeting on August 27, 2019 for the Executive Director’s performance review. President Hernandez informed that according to the Bylaws the process is the responsibility of the Executive Committee to rate and provide goals to the Executive Director. President Hernandez however, stated that based on Board members comments last year on the Executive Director’s performance review, invited other Board members who wish to comment on the Executive Director’s performance, to submit comments to Ms. Wendy Arroyo Human Resources Administrator via email. The Executive Director will forward a template of the Performance Review to all Directors thereafter, submit via email to the Human Resources Administrator. President Hernandez announced that she will not be available to Chair the September 16, 2019 Board meeting but will participate via teleconference. Vice President Charlie Robinson will chair the meeting.

Agenda Item #16 - Executive Director’s Report

Ms. Winter presented her Executive Director’s report to the Board. Ms. Winter informed that the CASOA survey was now completed. The draft reports have been issued and the CASOA Steering Committee will meet later this month to discuss how to present the report to the community. A formal presentation will be made to the Board at the October 2019 meeting. A final presentation will be done in Pasco and Pinellas Counties. Ms. Winter reported that her assignment with PSA9 was now completed and thanked Board members for allowing her the opportunity to work on that project. Mr. Winter informed that the AAAPP Advisory Council elected Mr. Thomas Barnhorn, Council Member City of Seminole as a new member; F4A Executive Directors and DOEA senior staff held meeting in June; the Senior Community Health program expanded to Pasco County; Ms. Winter stated that she will be presenting at the FCOA Conference in Orlando on the Role of Community LTSS Providers in Florida’s State Wide Medical Managed Care Program and Director of Planning, Jason Martino will also be presenting on Community Collaborations that Advance the Mission of the Aging Network on August 20; Bonnie Hough, Tawnya Martino and herself attended N4A Conference in New Orleans and received the “2019 N4A Aging Achievement Award. Ms. Winter’s activities for the month included 32 meetings.

Agenda Item #17 – Board Members Comments

Ms. Elithia Stanfield, Chair Advocacy Committee reminded committee members that the next meeting will be held on September 6, 2019 at 1:30 p.m.

Ms. Martha Lenderman gave recognition to the AAAPP for being the recipient of “2019 N4A Achievement Award” and also for another successful 2018 Audit.

Commissioner Charlie Justice advised that should the need arise for future Shade meetings, the AAAPP Attorney should be in attendance for guidance to the Board in terms of Sunshine Law.

Ms. Winter informed that the AAAPP Attorney will be presenting on Sunshine Law and Public Records Law at the November 18, 2019 Board of Directors meeting.

Ms. Elithia stated that the County Attorney was currently working on a work paper that will be provided to all Board and Advisory Council members on Public Records Law. This paper will be available sometime in the coming month.

Agenda Item #18 – Open Agenda/Public Comments

None.

Agenda Item #19 – Adjourn

There being no other items for discussion, the meeting adjourned at 11:31 a.m.

Respectfully Submitted,

Virginia Rowell, Secretary

Approved if signed

Date _____

Virginia Cruz
Recording Secretary