

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.**

**BOARD OF DIRECTORS MEETING MINUTES**

**Pasco Board of County Commissioners Boardroom, 8731 Citizens Drive, New Port Richey, FL. 34654**

**APRIL 20, 2026 / 9:30 A.M.**

**Board Members Present in Person**

Vice President, Lena Wilfalk

Secretary, Mai Vu

Treasurer, Lisa Shippy-Gonzalez

April Hill

Anthony Koffman

Stuart Strikowsky

Michelle Cyr

Anne Corona

Commissioner Dr. René Flowers, Pinellas County Board of County Commissioners

Commissioner Lisa Yeager, Pasco County Board of County Commissioners

**Board Members Present on TEAMS**

Dr. Audrey Baria

**Board Members Not Present**

President, David Alvarez

**Others Present in Person:**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas

Kristina Jalazo, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas

Christine Didion, Director Programs, Area Agency on Aging of Pasco-Pinellas

Francisco Alvarado, IT Manager, Area Agency on Aging of Pasco-Pinellas

Tawnya Martino, Chief Operating Officer, Area Agency on Aging of Pasco-Pinellas

Tracy Barrows, ADRC Director, Area Agency on Aging of Pasco-Pinellas

Melissa Lawrence, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

**Others Present on TEAMS**

McKenna O'Neill, Director, Strategic Advancement, Area Agency on Aging of Pasco-Pinellas

**Agenda Item #1 – Call to Order**

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors meeting was held on Monday, April 20, 2026, in Pasco Board of County Commissioners Boardroom, 8731 Citizens Drive, New Port Richey, FL 34654. In the excused absence of David Alvarez, Board President, Ms. Lena Wilfalk, Vice President chaired and called the meeting to order at 9:31 a.m.

**Agenda Item #2 – Introduction of Audience**

Ms. Lena Wilfalk, invited the audience to introduce themselves, which they did.

**Agenda Item #3 – Public Meeting Notice**

Ms. Ann Marie Winter, Executive Director, 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 – Addendum Item (S) or Any Item Requiring Discussion**

Ms. Ann Marie Winter shared that agenda item #8 was revised and shared with Board Directors in advance of the meeting.

**Agenda Item #7 – Consent Agenda**

Commissioner Dr. Rene Flowers made the motion to approve the Consent Agenda. Commissioner Ms. Lisa Yeager seconded the motion. None opposed, motion carried.

**Agenda Item #8– Investment Asset Allocation**

Ms. Lisa Shippy- Gonzales, Treasurer shared that the Finance Committee met on April 9<sup>th</sup> 2026 to review the combined UBS/PCF Invest Asset Allocation and portfolio as of March 25, 2026. The funds are currently invested evenly between equities and fixed income securities. To Achieve long term investment priorities, the Finance Committee made a Motion that the Board vote to reallocate the UBS funds to achieve the desired aggregate allocation of 55% invested in equities and 45% in fixed income securities across all investments. The vote in support of the Finance Committee’s motion was unanimous.

**Agenda Item #9 – DOEA Funding**

Ms. Ann Marie Winter, AAAPP Executive Director, shared that the Florida Department of Elder Affairs notified the AAAPP that it will receive \$349,833.99 for 12 months of SHINE (Serving Health Insurance Needs of Seniors) funding. The contract begins April 1, 2026 through March 31, 2027. This is level funding as last contract year. Commissioner Dr. Rene Flowers made a motion to approve the funding. Ms. Mai Vu seconded. None opposed. Motion carried.

### **Agenda Item #10 – AAAPP Board Evaluation**

Ann Maire Winter, Executive Director, shared as per AAAPP's By Laws, the AAAPP Board of Directors will conduct a self-evaluation and a full Board evaluation annually.

A link will be shared with the Board so that each Director can complete both the self evaluation and full Board evaluation. The data will be compiled and shared with the Board of Directors at the June 2026 meeting with the results to also be shared with the Secretary of Department of Elder Affairs in compliance with the DOEA Governance contract. For Information Only.

### **Agenda Item #11 – Approval of Home Funding Application Resolution**

Ms. Ann Marie Winter, AAAPP Executive Director, shared that the Resolution authorizing AAAPP to apply for HOME Investment Partnerships Program funding to Pasco County in support of the development of affordable senior housing in West Pasco County through the purchase of the designated parcel at the appraised value. Commissioner Dr. Rene Flower made a motion to approve AAAPP to apply for the HOME Investment funding, Lisa Shippy Gonzales seconded. None Opposed. Motion carried.

### **Agenda Item #12 – Social Action Funding Grant**

Tawnya Martino, Chief Operating Officer shared that staff are seeking approval to submit a Pinellas County Social Action funding grant application to complement services provided through the CMS GUIDE Program. The proposed grant will support short term, crisis relieving services for GUIDE eligible Participants, including one-time chore services, home delivered meals, and respite. These services are designed to address immediate needs not fully covered under GUIDE and to stabilize participants and caregivers. The AAAPP is requesting \$99,982.57 to cover the cost of part of the salary of the case navigator and services to seniors and caregivers. Commissioner Dr. Rene Flowers made a motion to approve the submission of the grant application and Ms. April Hill seconded, None Opposed. Motion carried.

### **Agenda Item #13 – Email Encryption Policy**

Kristina Jalazo, Chief Financial Officer presented the Email Encryption Policy for Board review and approval. Commissioner Dr. Rene Flowers made a motion to approve the Email Encryption policy and Mr. Anthony Koffman seconded. None Opposed. Motion carried.

### **Agenda Item #14 – Older Americans Act/Local Services Program Request for Proposals Contract Review Process and Allocations**

Chistine Didion, Director, Programs presented the timetable for the Older Americans Act contract review process and all proposed allocations for FY 2027. Ms. Christine Didion indicated that the following OAA/LSP services will be out to bid in 2026 for FY 2027 and for a renewal period of an additional five (5) years in Pasco and Pinellas Counties:

IIIB/LSP Adult Day Care, LSP Expanded Adult Day Care, IIIB/LS Emergency Alert Response, IIIB/LSP Homemaker, IIIB/LSP Legal, IIIB/LSP Transportation, IIIC/LSP Nutrition Services, IIID Enhance Fitness, and IIIEG Legal.

The AAAPP Advisory Council has reviewed and approved this timetable and proposed allocations. Commissioner Dr. Rene Flowers made a motion to approve the timetable and proposed allocations and Commissioner Lisa Yeager seconded. None Opposed. Motion carried.

### **Agenda Item #15 – Affirmative Action Plan (AAP)**

Sandra Brown, HR Manager, presented the 2026 Affirmative Action Plan and changes from 2025. She summarized the purpose of the AAP, the goal, and 2026 AAP. Ms. Sandra Brown further discussed the 2026 Program Goals which included recruitment strategies, quarterly reviews and accountability. Commissioner Lisa Yeager made a motion to approve the Affirmative Action Plan and Commissioner Dr. Rene Flowers seconded. None Opposed. Motion carried.

### **Agenda Item #16 – Staff Bonuses**

Kristina Jalazo, Chief Financial Officer presented a list of all bonuses awarded to staff in the first quarter of 2026. As per the Bonus Policy, bonuses of \$500 or less that meet policy requirements are for information only. All bonuses are paid from AAAPP Board funds. No DOEA funding is used to pay staff bonuses. For Information Only.

### **Agenda Item #17 – Development Update**

McKenna O’Neill, Director Strategic Advancement, presented the year-to-date fundraising updates and provided a review of upcoming development projects. For Information Only.

### **Agenda Item #18– 2026 Annual Luncheon**

McKenna O’Neill, Director Strategic Advancement provided an update on the planning process and list of committed sponsors for the 2026 Annual Luncheon scheduled for August 21, 2026. Ms. Mau Vi recommended a short video describing the luncheon that can be shared by email and social media. Ms. Ann Marie Winter indicated that we will certainly do a video. For Information Only.

### **Agenda Item #19 – Presidents Report**

None

### **Agenda Item #20 – Executive Directors Report**

Ms. Ann Marie Winter, Executive Director shared a Mission Moment from the SHINE program recognizing our volunteers during National Volunteer Month and the many seniors they assist. Ms. Ann Marie Winter expressed that there is no update on the State of Florida budget. Ms. Ann Marie Winter announced that Ms. Tawyna Martino is officially the agency’s Chief Operating Officers. Ms. Tracy Barrows has been promoted to ADRC Director and Ms. Peggy Herlache to assist Director, Community Health. Ms. Ann Marie Winter shared that Ms. Kerry Marsalek submitted her letter of resignation, and her last

day was April 17<sup>th</sup>. Ms. Ann Marie Winter indicated that US Senator Rick Scott's office invited AAAPP to provide testimony to the US Senate Special Committee on Aging at their May 20<sup>th</sup> hearing on Falls Prevention. Ms. Christine Didion will be in place of Ms. Ann Marie Winter due to a long-ago planned trip out of the area.

Ms. Ann Marie Winter announced that US Aging has awarded the agency with the Aging in Innovation Award for the tv program, Aging on the Suncoast. For Information Only

**Agenda Item #21 – Board Member Comments**

None

**Agenda Item #22 – Open Agenda/Public Comments**

There were no Public Comments

**Agenda Item #21 – Adjourn**

There being no other items for discussion, the meeting adjourned at 10:21 a.m.

Respectfully Submitted,

Approved, if signed.

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Melissa Lawrence  
Recording Secretary

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Mau Vi, Secretary  
Date\_\_\_\_\_