

Agenda



**AAAPP BOARD OF DIRECTORS MEETING
PASCO BOARD OF COUNTY COMMISSIONERS BOARDROOM
8731 CITIZENS DRIVE, NEW PORT RICHEY, FL
MONDAY, APRIL 20, 2026 /9:30 a.m.**

- 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 ADDENDUM ITEM (S) OR ANY ITEM REQUIRING DISCUSSION**
- AGENDA ITEM #7 CONSENT AGENDA**
- A. Board Meeting Minutes, March 16, 2026.
 - B. Finance Committee Meeting Minutes, March 5, 2026.
 - C. AAAPP Unaudited Statements of Financial Position Year to Date February 28, 2026.
 - D. AAAPP Unaudited Statement of Revenue and Expenditure Report Year to Date February 28, 2026.
 - E. AAAPP Unaudited Statement of Activities and Changes in Net Assets Year to Date February 28, 2026.
 - F. Surplus (Deficit) Report by Planning and Service Area (PSA) for Year to Date February 28, 2026.
 - G. Monitoring Report(s)
 - a. Personal Response Corporation – Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB/Local Services Program Emergency Alert Response Services
 - b. Bay Area Legal Services, Inc. – Annual Programmatic Monitoring Report for the Older Americans Act Title IIIB & IIIEG/Local Services Program Legal Services
 - H. New Vendor Application

- a. BBE Heat dba Bed Bug Exterminator LLC – New Vendor Application for service of Other in Pasco and Pinellas Counties under Community Care for the Elderly, Alzheimer’s Disease Initiative, and Home Care for the Elderly
 - b. Florida Teel Specialty Builders, LLC – New Vendor Application for services of Material Aid, Home Improvement, and Other in Pasco and Pinellas Counties under Community Care for the Elderly, Alzheimer’s Disease Initiative, and Home Care for the Elderly
- I. Waitlist Report as of 4/01/2026.

Additional Material:

Action Recommended: Motion for Approval.

AGENDA ITEM #8

INVESTMENT ASSET ALLOCATION

Mr. David Alvarez, Board President

The Finance Committee met on April 9, 2026 to review the combined UBS/PCF Investment 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 discussed reallocating 55% of UBS investment funds to equities and 45% to fixed income securities. The Finance Committee made a Motion to reallocate the UBS funds with 55% invested in equities and 45% in fixed income securities.

Additional Materials: Asset Allocation

Action Recommended: Vote on the Committee’s Motion

AGENDA ITEM #9**DOEA FUNDING****Ann Maire Winter, Executive Director**

The Florida Department of Elder Affairs has 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. This is a federally funded fixed rate contract based on performance deliverables. The SHINE program, through paid staff and trained volunteers, provides free and unbiased Medicare health insurance information, one-on-one direct counseling, and assistance to Medicare beneficiaries, their families and caregivers.

Additional Materials: None

Action Recommended: Motion to Approve.

AGENDA ITEM #10**AAAPP BOARD EVALUATION****Ann Maire Winter, Executive Director**

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.

Additional Materials: None

Action Recommended: None, For Information Only

AGENDA ITEM# 11

**APPROVAL OF HOME FUNDING APPLICATION
RESOLUTION**

Ann Marie Winter, Executive Director

Staff will present a 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.

Additional Materials: HOME Funding Application Cycle FY26PY25
RESOLUTION

Action Recommended: Motion to Approve

AGENDA ITEM#12

SOCIAL ACTION FUNDING GRANT

Tawnya Martino, Chief Operating Officer

Staff seek approval to submit a 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.

Additional Materials: None

Action Recommended: Motion to Approve

AGENDA ITEM #13

EMAIL ENCRYPTION POLICY

Kristina Jalazo, Chief Financial Officer

Staff will present an Email Encryption Policy for Board review and approval.

Additional Materials: Data Encryption Policy

Action Recommended: Motion to Approve

**AGENDA ITEM #14 OLDER AMERICANS ACT/LOCAL SERVICES PROGRAM
REQUEST FOR PROPOSALS CONTRACT REVIEW
PROCESS AND ALLOCATIONS**

Christine Didion, Director, Programs

The timetable for the Older Americans Act contract review process and all proposed allocations for FY 2027 will be presented. 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/LSP 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.

Additional Materials: [A. Timetable](#)
[B. 2027 Proposed Allocations](#)
Action Recommended: Motion to Approve

AGENDA ITEM #15 AFFIRMATIVE ACTION PLAN (AAP)

Sandra Brown, HR Manager

Staff will present the 2026 Affirmative Action Plan and changes from 2025.

Additional Material:

- a. 2026 Draft Affirmative Action Plan
- b. Tracked Changes
- c. Summary of Changes
- d. AAP Policy

Action Recommended: Motion to Approve

AGENDA ITEM #16

STAFF BONUSES

Kristina Jalazo, Chief Financial Officer

Staff will present 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 DOE funding is used to pay staff bonuses.

Additional Material: *Bonuses Awarded 1st Quarter 2026*

Action Recommended: *None, for information only.*

AGENDA ITEM # 17

DEVELOPMENT UPDATE

McKenna O'Neill, Director Strategic Advancement

Staff will present year-to-date fundraising updates and will also provide a review of upcoming development projects.

Additional Material: *Development Update PowerPoint Presentation.*

Action Recommended: *None, for information only*

AGENDA ITEM #18

2026 Annual Luncheon

McKenna O'Neill, Director Strategic Advancement

Staff will provide an update on the planning process and list of committed sponsors for the 2026 Annual Luncheon scheduled for August 21, 2026.

Additional Material:

A) Annual Luncheon PowerPoint Presentation

B) 2026 Annual Luncheon Sponsorship packet

C) 2026 Annual Luncheon In-Kind Donation Letter

Action Recommended: *None, for information only*

AGENDA ITEM #19

PRESIDENT'S REPORT

AGENDA ITEM #20

EXECUTIVE DIRECTOR'S REPORT

AGENDA ITEM #21

BOARD MEMBER COMMENTS

AGENDA ITEM #22

OPEN AGENDA/PUBLIC COMMENTS

AGENDA ITEM #23

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. 232 within three working days of the meeting.

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

EVENTS CALENDAR
AREA AGENCY ON AGING OF PASCO-PINELLAS
April 21, 2026 – May 18, 2026

April 23, 2026	Strategic Planning Meeting 9:30 a.m. - 10:30 a.m. Via Teams
May 7, 2026	Finance Committee Meeting 9:30 a.m. – 10:30 a.m. Via Teams
May 8, 2026	Retirement Planning 101 AAAPP Conference Room 1:30 p.m. - 3:00 p.m.
May 18, 2026	AAAPP Board of Directors Meeting SWOT Analysis AAAPP Conference Room 9:30 – 11:30 am

ANNUAL LUNCHEON

Rusty Pelican
August 21, 2026
11:30 a.m. - 1:30 p.m.