

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
BOARD OF DIRECTORS MEETING MINUTES
HELD AT AAAPP CONFERENCE ROOM
9549 KOGER BLVD N, ST. PETERSBURG, FL 33702
SEPTEMBER 15, 2025 / 9:30 A.M.**

AGENDA ITEM #3C

Board Members Present

Vice President, David Alvarez
Treasurer, Lisa Shippy-Gonzalez
Secretary, Lena Wilfalk
Dr. Stuart Strikowsky
Commissioner Dr. René Flowers, Pinellas Board of County Commissioners
Anthony Koffman
Mai Vu
Michelle Cyr

Others Present on Teams

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Anne Corona
Commissioner Lissa Yeager, Pasco Board of County Commissioners
Valerie Anderson-Stallworth, Advisory Council Chair

Board Members Not Present:

President Dr. Audrey Baria
Julie Hale
April Hill

Others Present in Person:

Kristina Jalazo, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Kerry Marsalek, Director, Healthcare & Community Innovation, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, Director of ADRC, Area Agency on Aging of Pasco-Pinellas
McKenna O'Neill, Director of Strategic Advancement, Area Agency on Aging of Pasco-Pinellas
Georgie Darrah, Assistant Director of Programs, Area Agency on Aging of Pasco-Pinellas
Hillary Morales, Executive Assistant, Area Agency on Aging of Pasco-Pinellas
Francisco Alvarado, Information Technology Manager, Area Agency on Aging of Pasco-Pinellas
Kathryn Bursch, Outreach Manager, Area Agency on Aging of Pasco-Pinellas
Christine Krohn, Senior Director, Gulf Coast Jewish Family and Community Services

Agenda Item #1 – Call to Order

The Area Agency on Aging of Pasco-Pinellas, Inc. Board of Directors meeting was held on Monday, September 15, 2025, in the AAAPP Conference Room, 9549 Koger Blvd. N., St. Petersburg, FL 33702. Vice President David Alvarez is chairing the meeting in the absence of President Dr. Audrey Baria and called the meeting to order at 9:30 a.m.

Agenda Item #2 – Introduction of Audience

Vice President David Alvarez invited the audience to introduce themselves, which they did.

Agenda Item #3 – Public Meeting Notice

Vice President David Alvarez announced the meeting was publicly noticed.

Agenda Item #4 – Roll Call

Ann Marie Winter, Executive Director, called the roll. A quorum of board members was present.

Agenda Item #5 – Public Comments for Items on Agenda

There were no public comments for items on the agenda.

Agenda Item #6 – Addendum Item(s) or Any Item Requiring Discussion

None.

Agenda Item #7 – Consent Agenda

Lisa Shippy-Gonzalez made the motion to approve the Consent Agenda. Commissioner Dr. René Flowers seconded the motion. None opposed, motion carried.

Agenda Item #8 – Item(s) for Discussion from the Consent Agenda

None.

Agenda Item #9 – Executive Committee Report

Vice President David Alvarez reported that the Executive Committee met on August 25, 2025, and reviewed the Executive Director's evaluation for September 2024 - August 2025. The Executive Committee discussed a raise for the Executive Director effective October 1, 2025. The Committee made a motion to recommend that the Board approve a 3% salary increase be given to Ms. Winter in recognition of meeting her performance goals and job performance. The Executive Committee reviewed the proposed 2025-2026 goals for Ms Winter and made a motion to recommend that the Board approve the goals on which the Executive Director will be evaluated in 2026. The Board voted on the 2 motions made by the committee, and both were approved unanimously.

Agenda Item #10 – Bonus for the Executive Director

Vice President David Alvarez reported that during the Executive Committee's meeting on August 25, 2025, a \$5,000 bonus for the Executive Director in recognition of the additional workload she has taken on supervising the ADRC and Programs departments,

in the absence of the COO position being filled, was discussed. Staff reviewed the budget and projected annual net revenue to ensure that funds are available to provide this bonus. DOEA funds cannot be used to pay bonuses to staff. The Executive Committee made a motion to recommend that the Board of Directors approve a \$5,000 bonus for the Executive Director, to be paid before December 31, 2025. The Board voted on the motion made by the committee and the motion was approved unanimously.

Agenda Item #11 – Bonus for the Chief Financial Officer

Vice President David Alvarez reported that during the Executive Committee's meeting on August 25, 2025, a \$5,000 bonus for the Chief Financial Officer in recognition of the additional workload she has taken with the departure of the agency's Controller was discussed. Staff reviewed the budget and projected annual net revenue to ensure that funds are available to provide this bonus. DOEA funds cannot be used to pay bonuses to staff. The Executive Committee made a motion to recommend that the Board of Directors approve a \$5000 bonus for the Chief Financial Officer, to be paid before December 31, 2025. The Board voted on the motion made by the committee and the motion was approved unanimously.

Agenda Item #12 – Area Plan Contract Module for Fiscal Year 2026

Kristina Jalazo, Chief Financial Officer, reported that the Finance Committee met on September 4, 2025, to review the Area Plan Contract Module for Fiscal Year 2026. Ms. Jalazo presented the C.I.A Federal Allocation to the Planning and Service Area which showed a slight decrease in funding. The C.I.G Area Wide Funding Summary, which splits federal and state funding and includes the HUD grant, was also discussed. In addition, Ms. Jalazo presented the C.I.F.1 & 2 Allocations by County and Funding which split federal and state funding for Pasco and Pinellas Counties. The Finance Committee reviewed the documents and made a motion to recommend that the AAAPP Board of Directors approve the Area Plan Contract Module for FY 2026. The Board voted on the motion made by the committee and the motion was approved unanimously.

Agenda Item #13 – AAAPP Area Plan Budget for Fiscal Year 2025

Kristina Jalazo, Chief Financial Officer, presented the FY 2026 Area Plan budget to the Finance Committee that met on September 4, 2025. The Finance Committee reviewed the documents and made a motion to recommend that the Board approve:

1. Area Plan budget for FY 2026.
2. Up to 3% in merit increases in staff salaries effective October 1, 2025.
3. Additional \$1.00 per hour salary increase for Information/Referral and Intake staff.
4. \$500 bonuses for eligible staff based on the Bonus Policy to be paid by December 31, 2025.

The Board voted on the motion made by the committee and the motion was approved unanimously.

Agenda Item #14 – 2026 Update to 2024-2027 Area Plan Goals and Objectives

Kerry Marsalek, Director, Healthcare & Community Innovation, and Valerie Anderson-Stallworth, Advisory Council Chair, presented a summary of the 2026 Update to 2024-2027 Area Plan Goals & Objectives. Ms. Marsalek announced that the 2026 Update to 2024-2027 Area Plan Goals and Objectives includes progress that has been made towards the goals and that it is required to update the report annually. On August 8, 2025, the Advisory Council met and approved the 2026 Update.

Mr. David Alvarez asked for a motion to approve for submission of the 2024-2027 Area Plan Goals & Objectives to DOEA. Commissioner Dr. René Flowers made a motion to approve the Area Plan Update for submission to DOEA. Ms. Lena Wilfalk seconded the motion. None opposed, motion carried.

Agenda Item #15 – Affordable Housing Project

Kerry Marsalek, Director, Healthcare & Community Innovation, provided an update on the Congressman Gus Bilirakis Senior Center/Housing development project in Pasco County. Questions were asked which Ms. Marsalek answered. This was for information only.

Agenda Item #16 – Development Update

McKenna O'Neill, Director, Strategic Advancement, provided a year-to-date development update, 2025 Annual Luncheon sponsorship update and presented the Draft Donor Folder to be used for future donor cultivation. Year-to-Date, AAAPP has received in excess of \$218,000 in fundraising. There were questions which Ms. O'Neill answered. This was for information only.

Agenda Item #17 – President's Report

Vice President David Alvarez praised Board members for almost 100% presentation of the Board for the Annual Luncheon and encouraged members to donate.

Agenda Item #18 – Executive Director's Report

Ann Marie Winter, Executive Director, thanked Board members for their approval of the 3% merit increase for AAAPP staff. Ms. Winter also thanked the Board for recognizing her work and that of Ms. Kristina Jalazo.

Ms. Winter recognized and thanked Board members who attended the New Port Richey City Council meeting regarding the senior affordable housing project.

Ms. Winter provided a summary of her Executive Director's report.

Agenda Item #19 – Board Member Comments

None.

Agenda Item #20 – Open Agenda/Public Comments

None.

Agenda Item #21 – Adjourn

There being no other items for discussion Vice President David Alvarez adjourned the meeting at 10:36 a.m.

Respectfully Submitted,

Approved, if signed.

Hillary Morales
Recording Secretary

Lena Wilfalk, Secretary
Date_____