



ElderSource (Area Agency on Aging)  
Board of Directors  
Governance Committee Meeting  
June 17, 2021, at 1:30 PM

- |                                    |                         |
|------------------------------------|-------------------------|
| 1. Welcome                         | Joseph Zimmerman, Chair |
| 2. Review of Minutes               | Joseph Zimmerman, Chair |
| 3. Board Recruitment and Diversity |                         |
| 4. Board Development               |                         |
| 5. Board Assessment Review         |                         |
| 6. Adjourn                         | Joseph Zimmerman, Chair |

Vision: Older adults and adults with disabilities are valued and have the resources they need to live with dignity and security in an age- and ability-friendly community.

Mission: ElderSource empowers people to live and age with independence and dignity in their homes and their communities.

Inclusion Statement: ElderSource values all people – including but not limited to all nationalities, socio-economic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities – in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

ElderSource (Area Agency on Aging)  
Board of Directors  
Governance Committee Conference call  
April 30, 2021, at 12:00 PM

**Minutes**

**Present:**

Joseph Zimmerman, Chair  
Dr. Vanessa Jones-Briscoe  
Amanda Benigno

**Absent:**

Dr. Sue Krall-Exc.  
Janet Adkins-Exc.

**Staff:**

Linda Levin, Chief Executive Officer  
Jessica Del Rio, Executive Administrative Assistant

**Call to Order:**

Dr. Vanessa Jones-Briscoe, opened the meeting of the Governance Committee at 12:20 PM.

**Review of Minutes**

The review of minutes were deferred until the next Governance Committee Meeting.

**Board Application Review**

As the Board continues it's diversity, equity and inclusion efforts, the Committee reviewed the Board application for Vivile R. Dietrich. Vivile was recommended to us by Board member Brenda Ezell. She has a background in Law-Estate planning, probate and business succession planning.

**Motion**

Joseph Zimmerman moved to approve the Board application for Vivile R. Dietrich. Dr. Vanessa Briscoe seconded the motion. Motion carried without opposition.

**Board Recruitment and Diversity**

The Committee reviewed the current Board profiles. Linda stated that we are in need of members with the following expertise:

- Fundraising
- Accounting
- Finance
- Investing
- Web Development
- IT/MS
- Higher Education

The Committee agreed to focus on recruiting members who have the expertise listed above. The members discussed opportunities for recruitment to ensure increased diversity and representation on the Board.

The Committee also agreed they need representation in Baker, Volusia, Flagler, and Clay county and will focus their recruitment efforts in those areas.

### **Board Assessment Review**

The Committee reviewed the results of the Board Assessment Survey. One area that was identified was Board members needing to be familiar with the Bylaws. The survey was done before the last Board meeting where the updated bylaws were approved. Staff will resend the bylaws and remind members they can find them on the Board portal.

Another area of need that was identified was a better understanding of the agency's financials. Linda noted that James Lee, CFO is working on a training for Board members on the fiscal reports.

The committee agreed that they would like to discuss "How satisfied are you that the Board makes knowledgeable and prudent decisions on finances?" at the next Board meeting to get a better understanding of what board members were feeling in answering this question.

The Committee will review the last few pages of the assessment at the next meeting.

### **Board Development:**

The Committee differed this item until the next Governance meeting.

### **Other Business:**

Staff will schedule a reoccurring monthly meeting of the Governance Committee.

### **Adjournment:**

Having no further business, the meeting adjourned at 1:12 PM.

Ms. Jessica Del Rio, ElderSource Executive Administrative Assistant, prepared the minutes.

	NAME	BOARD MEMBER SINCE	Current Term	Current Term Ends	DOB	GENDER		DIVERSITY/RACE OR ETHNICITY									
						Male	Female	LGBT	Religion/ Faithbased	Disabilities	Veteran Y/N	WHITE/ CAUCASIAN	BLACK/ AMER AFR.	ASIAN/ PACIFIC ISL	HISPANIC	MIXED RACE	OTHER
1	Dr. Sue Krall	Nov-14	3 <sup>rd</sup>	Nov-22	1949		1					1					
2	Dr. Sandy L. Robinson	Jul-16	3 <sup>rd</sup>	Jul-22	1961		1						1				
3	Dr. Lauri Wright	Jul-18	2 <sup>nd</sup>	Jul-22	1966		1					1					
4	Catherine Kelly	Jul-18	2 <sup>nd</sup>	Jul-22	1950		1					1					
5	Ray Parkhurst	Sep-18	2 <sup>nd</sup>	Sep-22	1955	1						1					
6	Elizabeth Gunn	Mar-17	3 <sup>rd</sup>	Mar-24	1956		1					1					
7	Melissa Gilreath	Sep-17	2 <sup>nd</sup>	Sep-21	1944		1					1					
8	Janet Adkins	Nov-17	2 <sup>nd</sup>	Nov-21	1965		1					1					
9	Ed Salek	Nov-19	1 <sup>st</sup>	Nov-21	1972	1						1					
10	Catherine Whitworth	Nov-19	1 <sup>st</sup>	Nov-21	1970		1					1					
11	Dr. Vanessa Jones Bricoe	Dec-17	2 <sup>nd</sup>	Dec-21	1959		1						1				
12	Walette Stanford	Nov-17	2 <sup>nd</sup>	Nov-21	1968		1						1				
13	Brenda Ezell	Jan-18	2 <sup>nd</sup>	Jan-22	1965		1				1		1				
14	Jenny Higginbotham Barrett	May-20	1 <sup>st</sup>	Sep-22	1976		1					1					
15	Joesph Francis Zimmerman	May-20	1 <sup>st</sup>	Sep-22	1985	1						1					
16	Grady Wiliams	Nov-20	1 <sup>st</sup>	Jan-22	1958	1					1	1					
17	Amanda Benigno	Mar-21	1 <sup>st</sup>	Mar-23	1988		1	1		1		1					
18	Al Bagocius	Mar-21	1 <sup>st</sup>	Mar-23	1953	1						1					
19	Arden Joseph	Mar-21	1 <sup>st</sup>	Mar-23	1971		1						1				
20	Barbara Ann Greene	Mar-21	1 <sup>st</sup>	Mar-23	1943		1						1				
21	Vivile Dietrich	May-21	1 <sup>st</sup>	May-23	1975		1							1			
<b>Totals</b>						<b>5</b>	<b>16</b>	<b>1</b>		<b>1</b>	<b>2</b>	<b>14</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

NAME	EXPERTISE																COUNTY
	FUNDRAISING	PLANNING	ACCOUNTING	FINANCE	INVESTMENT	MARKETING	LEGAL	Web DEVELOPMENT	BUSINESS DEVELOPMENT	IT/MIS	OTHER	HIGHER EDUCATION	HEALTH CARE	BUSINESS	GOVERNMENT	OTHER	
Cheryl Jefferson											1					1	Adv. Council
Dr. Sue Krall													1				Baker
Grady Williams							1									1	Clay
Amanda Benigno						1			1								Clay
Dr. Sandy L. Robinson													1				Duval
Walette Stanford		1				1					1				1	1	Duval
Brenda Ezell							1							1	1		Duval
Dr. Lauri Wright		1									1	1	1				Duval
Catherine Kelly						1		1			1		1				Duval
Ed Salek			1	1					1						1		Duval
Al Bagocius		1				1			1				1				Duval
Arden Joseph					1		1										Duval
Vivile Dietrich							1								1		Duval
Barbara Ann Greene													1				Flagler
Janet Adkins											1		1		1		Nassau
Jenny Higginbotham Barrett			1				1	1							1		Nassau
Joesph Francis Zimmerman										1					1	1	Nassau
Elizabeth Gunn											1		1			1	St. Johns
Melissa Gilreath		1	1	1	1						1					1	St. Johns
Catherine Whitworth		1		1								1		1			St. Johns
Ray Parkhurst											1					1	Volusia
Dr. Vanessa Jones-Briscoe											1		1	1			Volusia
<b>Totals</b>	<b>0</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>7</b>	<b>4</b>	<b>6</b>	

2020

Board Member	Description of “Other” Selection in Expertise Section	Description of “Other” Selection in Sector Section
Dr. Sue Krall		
Dr. Sandy Robinson		
Walette Stanford	Human Resources	Utility
Brenda Ezell		Real Estate/Business Law
Dr. Lauri Wright	Nutrition; Policy	
Catherine Kelly	Human Resources	
Janet Adkins	Policy development and legislative affairs	
Elizabeth Gunn	Health care administration and nursing care	Military families and retirees
Melissa Gilreath	Project management: renovations/construction	Senior affordable housing
Ray Parkhurst	Facility engineering, project management, disaster recovery and preparedness	Nonprofit
Dr. Vanessa Jones-Briscoe	Educator, Nurse Practitioner, Healthcare Advocate.	
Ed Salek		
Catherine Whitworth	Former Elementary School Teacher	
Jenny Higginbotham Barrett		
Joesph Francis Zimmerman	IT/MIS	Business
Grady Williams	Elder Law	Comsumers
Amanda Benigno	Customer Service	
Al Bagocius		
Arden Joseph	Contracts	Investment Banking
Barbara Ann Greene		
Vivile Dietrich	Law-Estate planning, probate, and Business succession planning	Law
Cheryl Jefferson	Managerial, project administrator	

NAME	COMMITTEE APPOINTMENTS							
	EXECUTIVE	BUDGET/ FINANCE	GOVERNANCE	PERSONNEL/ BYLAWS	PLANNING AND PROGRAMS	Advisory Council	Ad Hoc IT Committee	DEI Committee
Dr. Sue Krall			X					
Dr. Sandy Robinson	X							X
Walette Stanford	X			X-CHAIRS				X
Brenda Ezell								
Dr. Lauri Wright					X		X	
Catherine Kelly	X			X				
Janet Adkins			X					
Elizabeth Gunn	X-Chair							
Melissa Gilreath	X	X						
Ray Parkhurst					X			
Dr. Vanessa Jones Briscoe			X				X	
Cheryl Jefferson						X-Chair		
Ed Salek	X	X-Chair						
Catherine Whitworth				X				
Jenny Higginbotham- Barrett				X				
Joseph Francis Zimmerman			x-Chair				X-Chair	X
Grady Williams					X		X	
Amanda Benigno			X					
Al Bagocius								
Arden Joseph			X					
Vivile Dietrich								
Barbara Ann Greene			X					

2021 Slate of Officers		
<b><u>OFFICERS:</u></b>	Term	Term Ending
<b>President:</b> Elizabeth Gunn	3rd	Mar-24
<b>Vice President:</b> Dr. Sandy Robinson	3rd	Jul-22
<b>Treasurer:</b> Ed Salek	1st	Nov-21
<b>Secretary:</b> Melissa Gilreath	2nd	Sep-21
<b>At Large Members of Executive Committee:</b>		
Catherine Kelly	2nd	Jul-22
Walette Stanford	2nd	Nov-21

2021



## 18. What can be done to make your board service more satisfying?

9 Responses

ID	Name	Responses
1	anonymous	None, excellent experience
2	anonymous	Standard meeting dates/times.
3	anonymous	Back to the basics outline of each entity - simply state purpose, ongoing activities, and results of those activities
4	anonymous	I am very pleased with my board experience.
5	anonymous	Invitations and engagement in on-board meeting activities and events hosted by Eldersource. Chances for hands on volunteerism.
6	anonymous	Be more engaged and ask questions
7	anonymous	Time. I'm new to the Board. I didn't feel like there was much of an orientation or welcome at the Board level. However, I thought that the diversity training was excellent and somewhat filled that void. I'm looking forward to getting more involved in the committee work and financial support as the year goes on.
8	anonymous	Given most transparency regarding distributions of grant monies and follow-up regard how these agencies meet their obligations.
9	anonymous	To my knowledge I was not mentored when I became a Board member. It has been difficult to feel part of the community of the Board without the information. Covid obviously made that harder. It is also at times hard for me to attend the meetings midday with my responsibilities at work.

## 19. What information - whether about the organization, the field, non-profit management or non-profit boards, applicable laws, etc. - would you like to get to help you be a better board member?

6 Responses

ID	Name	Responses
1	anonymous	None, wonderful training provided



<b>ID</b>	<b>Name</b>	<b>Responses</b>
2	anonymous	None.
3	anonymous	Expert on board governance to show us what great looks like from other boards. Make sure we are in line.
4	anonymous	n/a
5	anonymous	The field and services we provide as an organization
6	anonymous	I'd like a clearer financial recap of where we stand and the context re the same. Part of this is the learning curve, but not all of us are the CFO or Finance Chair who have spent hours in the books prior to the Board meeting.

20. What suggestions do you have for the Board Chair or the CEO about the board, your role, or any other aspect of the organization?

6 Responses

<b>ID</b>	<b>Name</b>	<b>Responses</b>
1	anonymous	None, doing an amazing job!
2	anonymous	None.
3	anonymous	See above
4	anonymous	The board should help more with fundraising, looking forward to our fund development position being filled. We should list the board members on the Eldersource website.
5	anonymous	None
6	anonymous	For the Board Chair I'd say to be more welcoming and outreach better for involvement of new Board members. For the CEO I'd say to help us better understand our roles and opportunities as ambassadors to the community.

21. Are there any gaps on our Board in terms of expertise for which we should recruit new members? Do you know anyone specifically who you would recommend for the Board?

6 Responses

ID	Name	Responses
1	anonymous	No
2	anonymous	Not to my knowledge.
3	anonymous	No
4	anonymous	Asian and pastoral board member
5	anonymous	No
6	anonymous	PR, marketing, or communications person.

22. Would you like the Board President or CEO to contact you?

7 Responses

ID	Name	Responses
1	anonymous	No
2	anonymous	No.
3	anonymous	No
4	anonymous	no
5	anonymous	No
6	anonymous	Only if it would be helpful to them. Again, I think time on the job will help.
7	anonymous	yes.