

ELDERSOURCE BOARD OF DIRECTORS MEETING

Wednesday, May 18, 2022 at 1:00 P.M.

10688 Old St Augustine Road

Jacksonville, FL 32257

AGENDA

1. Call to Order & Introductions Elizabeth Gunn, President
2. Roll Call
3. Approval of Minutes (March 16, 2022 Meeting)
4. President's Report Elizabeth Gunn, President
5. Mission Moments
6. Chief Executive Officer's Report Linda Levin, Chief Executive Officer
7. Committee Reports/Motions
 - Budget/Finance Committee Ed Salek, Treasurer
 - Programs and Planning Committee Dr. Sandy Robinson, Vice President
 - Governance Committee Joseph Zimmerman, Committee Chair
 - DEI Committee Dr. Sandy Robinson, Vice President
8. Advisory Council Report Cheryl Jefferson, Advisory Council
9. Old Business
10. New Business
11. Other Business/Comments from Members and/or Visitors
12. Next Meeting June 20, 2022, 1:00 PM
ElderSource
10688 Old St Augustine Road
Jacksonville, FL 32257
13. Adjourn



BOARD OF DIRECTORS APPLICATION

I. Your Contact Information:

Name: _____

Home Phone: _____ Business Phone: _____

Home Address: _____

Business Address: _____

Occupation: _____ Email: _____

II. Your Background (Please attach a resume)

What is your area of expertise either through work or education?

- Accounting Investment Finance
- Marketing Website Development Fundraising IT/MIS
- Planning Business Development Law (specify type): _____
- Other: _____

What sector would you say you represent?

- Health Care Business Government Higher Education
- Faithbased Organization Disabilities
- Other: _____

Please list other community boards and committees you currently serve on, and years of involvement:

List other aging agencies and or other community activities in which you have been involved:

List three references:

Name

Phone Number

III. Your Ability to Serve:

- I am able to regularly attend bi-monthly Board meetings. Yes No
I am able to serve on Committees in addition to Board meetings. Yes No
I am be able to commit to additional time for training and retreats. Yes No
I understand I am expected to make a financial commitment meaningful to me. Yes No

IV. Your Views on our Organization (use reverse side for additional comments):

What is your interest in the Northeast Florida Area Agency on Aging d/b/a ElderSource?

Please write a brief statement of your understanding of the mission of the organization:

Signature: Joya M. Bond (electronic)

Date: _____

Please attach a resume.

Programs Committee Minutes
10688 Old St Augustine Rd
Thursday April 21, 2022
11:00 AM
Via Zoom

Present

Dr. Lauri Wright
Barbara Greene
Darryl Banks
Grady Williams
Vivile Dietrich

Staff

Linda Levin, CEO
Terika Scatliffe, Prog. Comp. Mgr.
Jessica Del Rio, Exec. Admin. Asst.

Absent

Dr. Sandy Robinson, Chair
Joseph Francis-Zimmerman

Meeting Called to Order

Dr. Lauri Wright called the meeting to order at 11:02 AM.

Approval of Minutes

A motion to accept the February 17, 2022 minutes was made by Grady Williams and seconded by Viv Dietrich. Motion was unanimously approved.

Program Reports

Terika Scatliffe, Program Compliance Manager reviewed the Programs Report. Terika noted that APS has been consistent. There are no issues. Monthly monitoring is still being done on files. Expenditures have increased during the month of January and February. This is to be expected as Providers work to close out their contracts that end on June 30, 2022. A plan to help Providers with spending down has been submitted to the Department of Elder Affairs (DOEA). The committee will be updated once DOEA responds. The ARP Contracts are in the process of being completed. The ARP EHEAP Contracts went out last week and the Supplemental Cares Act Contracts are in the process of being completed and sent out.

Surplus Deficit

General Revenue

Terika Scatliffe, reviewed the General Revenue (GR) Programs with the committee. Terika noted that we are seeing surpluses in all of our GR programs, specifically ADI and CCE. DOEA has been notified of this situation and we are working with our Providers. Staff is communicating with the Providers giving them technical assistance on things they can do to include, but not limited to, increase their services and increase their client count. ElderSource submitted a service

rate increase proposal to DOEA due to the increases in costs they are experiencing. This would also assist Providers with spending down. We are waiting to hear from DOEA regarding this matter.

Home Care for the Elderly (HCE) There is a slight surplus in this program. We will be able to spend out 100% by the June 30th deadline.

Local Service Programs (LSP)

There is a slight surplus in the LSP programs not as large as in the ADI and CCE programs. We will be able to spend out 100% in this program by the June 30th deadline.

Respite for Elders Living in Everyday Families (RELIEF)

RELIEF is doing well no issues with spending out.

Older Americans Act (OAA) Programs

The contract start dates were December 1. These numbers are the beginning expenditures for January and February. Staff will be watching expenditures and ensuring everything goes well.

- Title IIIB (*Support Services*): No concerns with spending out.
- Title IIIC1 (*Congregate Meals*): No concerns with spending out.
- Title IIIC2 (*Home Delivered Meals Programs*): No concerns with spending out.
- Title IIID (*Health and Wellness*): No concerns with spending out.
- Title IIIE (*Care Giver Support Program*): No concerns with spending out.

Nutrition Services Incentive Program (NSIP) There are no concerns with spending out.

Emergency Home Energy Assistance Program (EHEAP) The Program is doing well, there are no concerns with spending out.

Coronavirus Consolidated Appropriations Act (CCAA) The Program is doing well, there are no concerns with spending out.

Terika presented the Dashboard in detail with the Committee for CCE, ADI, HCE, LSP and the OAA programs (see pages 10-18 of the meeting packet)

Veterans Directed Care Program

Veterans are referred to this program through the Veterans Administration Medical Centers (VAMC) located in Gainesville and Orlando. The Orlando VAMC currently has 48 active Veterans and 9 in process as of February. The Gainesville Veterans program serves our northern counties: St. Johns, Nassau, Duval, Clay and Baker where there are 21 active Veterans as of February. We have the opportunity of expanding into the Camden County, Georgia area and there are two referrals so far. One has become active and the other one is still in process. There

are eight referrals in Georgia waiting to be processed. The current goal for the Gainesville VA is to get us to 80 Veterans in the Gainesville area. We see no issues with this program.

ADRC

Linda Levin, CEO noted that eCIRTS, the State's new data base has created challenges Statewide and we are working with the State to get things back on track. Terika reviewed the ADRC Summary with the committee. The report detailed information on the following:

- New Statewide Data Platform
- HelpLine
- Intake & Screening Team
- Medicaid Eligibility Team
- SHINE/SMP/MIPPA
- Workforce Challenges

Senior to Senior

Tameka Holly, COO informed the committee that the Senior to Senior Program is now under the Operations Department. The titles for Senior to Senior program staff were changed from Customer Service Specialist to Short Term Crisis Manager to better reflect the role. A Lead Short Term Crisis Manager position was created and we are in the process of hiring a second Short Term Crisis Manager.

Caregiver Support Programs

Powerful Tools for Caregivers: Two staff members Kyle Sanchez and Sherry Holmes completed leader training so ElderSource can offer Powerful Tools for the Caregiver, a six weeks evidence-based class for caregivers of adults with chronic conditions. The plan is to offer four classes this year. Two classes started this month. A position was created, Assistant Projects Coordinator to assist with the caregiver support programs and we are in the process of hiring for this position.

TCARE: There has been a change in staffing. An Assistant Projects Coordinator position has been posted. The program is doing well and there are no concerns.

Telephone Reassurance Program

The Telephone Reassurance program's funding source changed in 2022 from a grant to DOEA funding. There are different requirements that were not previously required through the grant funding. One of those requirements was a wellness check within 24 hours of not being able to contact those home bound seniors. We changed our process and informed the seniors that if we are unable to get in contact with them, a wellness check will be done within 24 hours. Telephone Reassurance calls have increased. The call count in February was 350 calls and in March almost 450 calls that were made. Staff will be doing Outreach to get more participants and volunteers. Also, staff have followed up with a JEA lead to get more volunteers into the program.

Grady Williams asked if the wellness checks were monthly or quarterly. Tameka noted that this is only triggered if the volunteer calls and cannot reach the participant. The volunteer will make a second call and if unable to reach the participant, a wellness check is required.

2023 – 2025 Area Plan Development Update

Janet Dickinson, Planner stated that traditionally the Area Plans are for three years. We are currently in the 2020-2022 Area Plan. DOEA decided that the Area Plans will now be for four years instead of three years, making this year an update year rather than a new year and the new cycle will now be 2024-2027. Janet updated everyone on the status of the public hearings required for the Area Plan.

Needs Assessment Update

Janet updated the Committed on the Needs Assessment being conducted by the Health Planning Council. A small group of ElderSource staff will meet with the Health Planning Council on next week to see the report and get results. These reports and results will be shared in the future with Providers, Advisory Council, and Planning Committee.

ElderSource will hold a community meeting in the future and invite Providers, Advisory Council, and Planning Committee to participate where the Health Planning Council will present the results of the needs assessment.

RFP Update

James Lee, CFO told the committee that staff have opened the bid packages and there were no competitor bids. Staff will be reviewing and doing a summary of what has been submitted. Staff will put together the Unit Rates for this committee to approve before the upcoming Board meeting. The bid packages must be reviewed prior to May 13, 2022. Dr. Robinson will hold a special meeting with the committee members about reviewing and approving the new Unit Rates.

There was no further business for discussion and the meeting was adjourned.

Meeting Adjourned at 11:44 AM

Minutes prepared by Sherry Holmes, Administrative Assistant

ElderSource (Area Agency on Aging)
Board of Directors
DEI Committee Conference call
March 30, 2022, at 11:00 AM

Minutes

Present:

Dr. Sandy Robinson, Chair
Walette Stanford
Joseph Zimmerman

Staff:

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

Call to Order:

Dr. Sandy Robinson opened the meeting of the DEI Committee at 11:05 AM.

Review of Minutes

Walette Stanford moved to approve the minutes from January 4, 2022, as presented. Joseph Zimmerman seconded the minutes. Minutes approved without opposition.

DEI&B Employee Survey

Linda Levin reviewed the results of the Employee DEI&B survey. She stated that forty-seven of our employees responded to the survey.

The Committee recommended making the survey anonymous. Linda noted that the 2023 DEI&B Employee Survey would reflect recommendations.

To address question six on the survey, Linda stated that we would have a separate training with staff to make sure they understand the policy and procedures as well as where to find them.

Walette recommended doing the survey bi-annually to give time for benchmarking.

Linda stated that we would share the DEI&B survey results and action plan with the Board and staff.

House Bill 7

The Committee reviewed House Bill 7. After reviewing the bill, Linda stated that based on a previous conversation with attorney Jim Kowalski, he shared that we can continue to give training on diversity as long as it is not a condition of employment.

The Committee recommended that we make any DEI training optional and also put in a disclosure into any training stating that if the employee feels uncomfortable to get in contact with their supervisor or HR.

House Bill 7 will be presented to the entire Board at the next Board meeting in May.

DEI Committee Memberships

The Committee reviewed DE&I Committee memberships. Dr. Sandy Robinson asked if we should invite other Board members or leave the committee chairs?

The Committee agreed to open up the DEI Committee to see if any other Board members would like to join. The DEI Committee membership will be optional.

Updates on Strategic Plan and Needs Assessment

Linda presented the Strategic Plan and Needs assessment updates. She stated that the Needs Assessment is underway, surveys are out, and focus groups are being scheduled.

We should receive a report of the assessment by the end of May and the beginning of June. That data will be used for planning what we fund. The strategic planning process is underway. Linda noted that once the Needs Assessment is done, our strategic plan will use that data to inform the plan.

Adjournment:

Having no further business, the meeting adjourned at 11:54 AM.

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

**Advisory Council Meeting
10688 Old St Augustine Rd
Thursday April 21, 2022
12:30 PM**

Via Zoom

Present

Stevie Taylor – Clay
Cheryl Jefferson – Duval
Earnest Berrian – Duval
Ingrid Montgomery – Duval
Valerie Thomas – Duval
Barbara Solomon – Flagler
Bernie Fitzgerald – Flagler
Albert Abbatiello – St. Johns
Carol DeMarco – St. Johns
Ashley Jennings – Volusia
Frances Chew – Volusia

Staff

Tameka G. Holly, COO
Janet Dickinson, Planner
Sherry Holmes, Administrative Assistant

Absent

Leslee Dike – Baker
Pamela Sanders – Baker
Patricia McDonald – Baker (Excused)
Diane Eckert – Clay
Janet Joiner – Clay (Excused)
Caryn Prather – Flagler (Excused)
Lili High – Nassau (Excused)
Latonja Best – St. Johns (Excused)
Hortense Geter - Volusia

Meeting Called To Order

Cheryl Jefferson called the meeting to order at 12:32 PM.

Roll Call

Sherry Holmes, Administrative Assistant called the roll and a quorum was present.

Approval of Minutes

A motion to approve the minutes from the February 17, 2022 meeting was made by Bernie Fitzgerald and seconded by Ashley Jennings. Motion passed unanimously.

Social Determinants of Health

Janet Dickinson, Planner presented a detailed and informative slide presentation on the Social Determinants of Health. This new movement recognizes societal and non-medical factors and how they impact a person's health and healthy outcomes. The World Health Organization (WHO) defines Social Determinants of Health (SDOH) as "the conditions in which people are born, grow, work, live and age, and the wider set of forces and systems shaping the conditions of daily life. SDOH encompass the social, economic, and environmental factors that can affect a person's health and quality of life. Janet discussed (SDOH) factors that can affect a person's quality of life:

- Adequate access to food and nutrition
- Gainful employment and/or stable income
- Safe and affordable housing
- Safe neighborhoods
- Reliable transportation

Janet's resources for this presentation were the Centers for Disease Control (CDC) Healthy People 2030 and the National Institute for Health Care Management (NIHCM). Each of the resources had different views and there were common themes among them.

Janet compiled six basic categories from the CDC:

- Economic Stability
- Education-Access & Quality
- Health Care-Access & Quality
- Neighborhood and Physical Environment
- Food
- Social and Community Context

Janet suggested that it would be helpful to the Council if the group goes over selected categories in detail at some of the next meetings. Janet noted that these categories could be discussed individually or combined with two categories being placed together. Janet also suggested that prior to the next meeting Council members pick one or two of these categories. She will discuss specifically what is happening in their communities and get feedback from the group on the questions featured in the presentation slide "Thoughts to Ponder." The Council members liked Janet's suggestions. Cheryl noted that since all of the members are not able to see the slide presentation that Janet should mail the slide presentation to all and responses sent to Cheryl for tallying. Carol suggested that each member do a priority list numbering their topics of importance. Janet will send out a cover email to members and attach the slides that were presented today. Frances Chew inquired about the survey that she did on unmet needs, asking if

this fell into play with what is being discussed today. Janet stated the unmet needs assessment report would be shared with the Council once compiled by the Health Planning Council.

Progress Update on 2022 Needs Assessment

The Needs Assessment is being done by the Health Planning Council of Northeast Florida (HPCNEF) and they are in the final stages of compiling their information. The needs assessment includes surveys, interviews and focus group results. HPCNEF is also looking at internet research and other research needs that they have as far as demographics and statistical information about each of the counties individually, as well as our Area PS4. All of this is being finalized and put into a report. Staff will be meeting with the HPCNEF next week. Janet will have more details at our next meeting regarding compiled reports on the counties. ElderSource will hold a community meeting in the future and invite the Board, Providers, Advisory Council, and others to participate where HPCNEF will present the results of the needs assessment.

Update on Area Plan Development

Traditionally the Area Plans have lasted for three years. We are currently in the 2020-2022 Area Plan. DOEA has decided that the Area Plans will be for four years instead of three years. Janet noted that she will be doing an update to the current plan rather than a full plan. This will not be as big of a document and cover as many areas as a full plan does. The next new Area Plan cycle will be 2024-2027. Work will begin on this in 2023. Public hearings are part of that new plan and will be part of the process that we have already started. Public Hearings have been completed in Clay, Duval, Nassau and St. Johns Counties. The Baker County hearing scheduled for April 22 is cancelled, possibly postponed. Our ad for the hearing was not posted due to an oversight. The Flagler County hearing is still scheduled for 5/2/2022 from 10:30-11:30 AM at the Flagler County Senior Center at Church on the Rock in Bunnell. Volusia County hearings are on hold. We are waiting on an update from DOEA as to whether or not we can use these hearings for the new area plan cycle that we will be working on next year rather than this year. Carol DeMarco asked if the Advisory Council will be informed of the summary needs assessment, at some point. Janet stated the group will be updated on the needs assessment and the hearings.

County Reports

Baker

No Representation

Clay

Stevie Taylor

- Nothing to Report

Duval

Cheryl Jefferson

- A Free Shred Event sponsored by AARP, is scheduled for Saturday April 30, at 100 Festival Park Avenue.
- Cheryl noted that this is a big State election year for Florida. She shared that as a Poll worker there is voter training that needs to be done. There are several local forms to educate and inform voters on the process. Cheryl noted that once she gets the dates and locations she will pass the information on to everyone.

Ingrid Montgomery

- The Fair Housing Symposium is being held tomorrow April 22, at the Downtown Main Library from 9:00 AM - 3:00 PM. Registration is required at [coj.net-fair housing](http://coj.net-fair-housing) or at the library.

Flagler

Bernie Fitzgerald

- We continue to expand our “bread of life feeding” of the homeless that are here throughout the churches. This past Monday at Santa Maria del Mar Catholic Church we fed 300 people. That continues every Monday where people come to the parish hall. We are still doing carry out. There are some people who pick up for themselves and others may pick up 20 or more meals and distribute those meals throughout the County. We are expanding this to other churches in Flagler County.

Barbara Solomon

- Nothing to report.

Nassau

No Representation

St. Johns

Al Abbatiello

- On the November ballot there will be a 1% tax increase which would fund infrastructure and the ability for people to move around St. Johns County which is suffering from narrow roads and so much growth that it is very difficult for people and seniors to get around.
- Al chairs a group in Fruit Cove where they are in the process of restoring the Old Switzerland Community Center as not only a community center but a welcome/education center, and site for senior activities. This would include the Council on Aging using the facility to service the senior community in the Northwest part of St. Johns County.

Volusia

Ashley Jennings

- Nothing to report

Frances Chew

- Frances attended the City Commission Meeting last night and they had a concern about a message the group Orange Crush had placed on the internet. The message indicated that Orange Crush would be coming into town for the weekend. There is concern in the communities about large crowds being attracted to this event. Frances noted that she was impacted by this activity last year. Frances stated that Georgia, Jacksonville and Daytona Beach may be impacted by people coming into town to party. Frances reported this information to the Senior Center that meets on Thursday as a precaution to the seniors.
- There was a food drop this morning in the neighborhood.
- A Seafood Festival will be held on April 30 on Mary McLeod Bethune Boulevard.

Valerie Thomas was welcomed to the Council as a new member.

Old Business

None

New Business

None

There was no further business and the meeting was adjourned.

Meeting Adjourned at 1:25 PM

Minutes prepared by Sherry Holmes, Administrative Assistant

These minutes were adopted by vote of this Advisory Council on _____.
(Date)

Secretary: _____ Stevie Taylor