

ELDERSOURCE BOARD OF DIRECTORS MEETING

Friday, May 19, 2023 at 10:00 A.M.

Westminster Woods on Julington Creek.

25 State Rd 13

Fruit Cove, FL 32259.

AGENDA

1. Call to Order & Introductions Dr. Sandy Robinson , President
2. Roll Call
3. Approval of Minutes (March 15, 2023 Meeting)
4. Mission Moments
5. President's Report Dr. Sandy Robinson, President
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
 - DEI&B Committee Amanda Smith, Committee Chair
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

July 19, 2023 via Hybrid
13. Adjourn

PROPOSED MOTIONS

Finance Committee:

The Finance Committee recommends approval of the January 2023 Financial as presented.

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.

Northeast Florida Area Agency on Aging dba ElderSource
Statement of Revenue Expenditures
January 1, 2023 through January 31, 2023

	Janaury 2023 Actual	Janaury 2023 Budget	Janaury 2023 Variance	Annual Budget
Revenue				
DOEA Contracts	195,834	251,045	195,834	3,012,542
Program Revenue	45,498	19,014	45,498	228,170
Admin Revenue	80,162	141,454	80,162	1,697,448
Provider Requests	1,328,687	1,644,799	1,328,687	19,737,587
Veteran's Program Revenue	0	64,310	0	771,720
Carryforward Projection	0	31,250	0	375,000
Total Revenue	<u>1,650,181</u>	<u>2,151,872</u>	<u>1,650,181</u>	<u>25,822,467</u>
Other Income				
Interest Income	3	0	3	0
Total Other Income	<u>3</u>	<u>0</u>	<u>3</u>	<u>0</u>
Direct Program Expenses				
Provider Payments	(1,329,611)	(1,644,799)	(315,188)	(19,737,587)
Total Direct Program Expenses	<u>(1,329,611)</u>	<u>(1,644,799)</u>	<u>(315,188)</u>	<u>(19,737,587)</u>
Operating Total Revenue	320,573	507,073	1,334,996	6,084,880
Operating Expenditures				
Salaries	219,154	281,999	62,845	3,383,986
Bonuses	0	3,208	3,208	38,500
Retirement	15,097	20,886	5,789	250,634
Payroll Taxes	19,054	20,855	1,801	250,264
Workman's Comp	622	675	53	8,097
Health Insurance	611	25,611	25,000	307,332
Dental Insurance	1,466	1,114	(352)	13,363
Life Insurance	25,639	574	(25,065)	6,886
Payroll Processing	1,938	1,443	(495)	17,314
Employee Screenings	270	786	516	9,426
Travel & Conferences	3,297	4,231	934	50,773
Supplies	9,381	2,620	(6,761)	31,440
Telephone & Internet	908	3,782	2,874	45,380
Postage & Shipping	2,111	2,391	280	28,693
Occupancy	0	11,250	11,250	135,000
Maintenance & Repairs	0	83	83	1,000
Equipment & Software	4,400	8,300	3,900	99,601
Outreach & Advertising	315	6,124	5,809	73,487
Printing & Publications	261	3,765	3,504	45,183
Other Operating	-	193	193	2,318
Dues	8,960	1,707	(7,253)	20,488
Subscriptions	6,171	2,936	(3,235)	35,237
Professional Fees	26,634	29,452	2,818	353,421
Audit Fees	0	3,260	3,260	39,117
Legal Fees	0	125	125	1,500
Staff Training & Recognition	3,658	2,800	(858)	33,600
Tuition Reimbursement	0	500	500	6,000
Taxes & Licenses	0	42	42	500
Volunteer Expenses	6	4,314	4,308	51,766
Uniforms	0	29	29	350
Property & Liab Insurance	2,193	1,596	(597)	19,148
Indirect Cost	-	706	706	8,470
Depreciation	338	-	(338)	-
Total Operating Expenditures	<u>349,153</u>	<u>447,356</u>	<u>94,872</u>	<u>5,368,274</u>
Non DOEA Expenses	-	250	250	3,000
Board Expenses	-	250	250	3,000
CEO Discretionary	348	417	69	5,000
Total Non DOEA Expenses	<u>348</u>	<u>917</u>	<u>569</u>	<u>11,000</u>
Net Revenue Over Expenditures	<u>(28,928)</u>	<u>58,801</u>	<u>(87,729)</u>	<u>705,606</u>

MINUTES

ElderSource
Board of Directors Meeting
10688 Old St Augustine Rd
Jacksonville, FL 32257
March 15, 2023
12:00 PM

PRESENT:

Dr. Sandy Robinson, President- Zoom
Brenda Ezell- Zoom
Melissa Gilreath, Secretary-Zoom
Walette Stanford, Vice President-Zoom
Juliet Williams- Zoom
Grady Williams- Zoom
Vivile Dietrich- Zoom
Pamela Sanders-Zoom
Amanda Smith-Zoom
Shelley Hirsch- Zoom
Catherine Whitworth-Zoom

ABSENT:

Ed Salek, Treasurer-EXC
Barbara Ann Greene-EXC
Cheryl Jefferson, Advisory Council-EXC

STAFF PRESENT:

Linda Levin, Chief Executive Officer
Tameka G. Holly, Chief Operating Officer
Trina Nullet, Chief Financial Officer
Fred Richards, VP of Planning, Programs, Compliance, & Inclusion
Renee Knight, VP of Community Services
Andrea Spencer VP of Communications
Jessica Del Rio, Executive Expediter

CALL TO ORDER:

President Sandy Robinson called the meeting to order at 12:05 PM.

ROLL CALL:

Jessica Del Rio, Executive Expediter, called the roll. A quorum was present.

APPROVAL OF MINUTES:

Grady Williams moved to approve the minutes of the January 18, 2023, meeting with the ElderSource Board of Directors. Walette Stanford seconded the motion. The motion carried without opposition, and the minutes were approved as submitted.

MISSION MOMENTS:

Mission moment presentation was differed until the next meeting. Linda encouraged the Board to read the Mission moments included in her CEO report.

PRESIDENT'S REPORT:

Dr. Sandy Robinson presented the President's report. She noted that things are going well and that at the last Executive Committee meeting we finalized our new Strategic Plan Cycle as well as approving our CEO's Performance Appraisal. Regarding the CEO appraisal, she met with Trina to discuss the financials and what was approved for the salary. Sandy also met with Linda to talk about the evaluation and on the areas that we will continue to address, for example with succession planning and development opportunities for staff.

CHIEF EXECUTIVE OFFICER'S REPORT:

The written *Chief Executive Officer's Report* for March 2023 was made available to Board members in advance of their meeting through the Board portal. Questions concerning the report may be addressed to Ms. Linda Levin, Chief Executive Officer, by telephone at (904) 391-6610 or by email at linda.levin@myeldersource.org.

Linda Levin, Chief Executive Officer, highlighted her CEO report and encouraged the Board to review the report. Linda highlighted the following:

- Operational Priorities
- DOEA Monitoring
- Hurricane Ian Recovery-Volunteer Florida
- Other
- Mission Moments

Linda noted that we are implementing our strategic plan with a more balanced approach. Linda gave a status report on the strategic plan.

Linda spoke regarding the 2022 corrective action plan for DOEA. She stated that there are no major concerns, and all corrections have been implemented.

Linda encouraged the Board to schedule One-on-One meetings with her via the booking link she sent to all members.

BUDGET/FINANCE COMMITTEE:

Melissa Gilreath presented the Budget/Finance Committee report. Melissa highlighted the financials for the month ending December 31, 2022. After reviewing financials, Melissa stated that there are no areas of concern regarding the budget and financials for the year 2022.

Motion:

The Finance Committee recommends the approval of the financial reports for dates ending December 31, 2022. The motion passed by acclamation.

PROGRAM AND PLANNING COMMITTEE:

Vice President, Walette Stanford presented the Planning and Programs Committee report. She stated that the Committee talked about general programs report, recommendations and we approved a few transfers to address the surplus/deficit.

GOVERNANCE/PERSONNEL/BYLAWS COMMITTEE:

Amanda Smith presented the Governance/Personnel/Bylaws Committee report. She

stated that at the last meeting we reviewed the application for Cynthia Griffin. Cynthia is a pharmacist with Florida Blue

Motion:

The Governance/Personnel/Bylaws Committee recommends approval of the Board application for Cynthia Griffin. The motion passed by acclamation.

EXECUTIVE COMMITTEE:

President, Dr. Sandy Robinson presented the Executive Committee report. She stated that at the last meeting we had a presentation on the Strategic Plan as well as conducted our final part to the CEO performance appraisal.

ADVISORY COUNCIL REPORT:

The Advisory Council report was differed until the next meeting.

NEW BUSINESS:

Linda noted that the staff is working on a Board Handbook to give out during our Board retreat. She reminded the Board to submit their Bio's to Communications.

Staff will assist Board members who are having issues logging in.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 2:07 PM.

NEXT MEETING:

The next meeting of the ElderSource Board of Directors is scheduled for Friday, May 19, 2023, at 10:00 AM

Ms. Jessica Del Rio, Executive Expediter, prepared the minutes.

Approved by: _____
Melissa Gilreath, Secretary

Date: _____



CEO's Report May 2023

"Is the world dark? Sure, but there's light. There's so much light. You just have to open your eyes and look." – Dr. Iggy Frome, New Amsterdam.

FUNDING

This legislative session was good for older adult programs. The Legislature approved statewide increases for Community Care for the Elderly (\$2,000,000), Alzheimer's Disease Initiative (\$4,000,000) and Home Care for the Elderly (\$3,000,000). The Legislature also approved increased funding for the Aging and Disability Resource Centers to address workload and workforce issues (\$1,214,012). We will receive our allocations from the Department of Elder Affairs within the month.

Regarding our local funding request for nutrition services for older adults in Northeast Florida, the Legislature approved \$250,000; half of what we received last year. While we appreciate the fact that we will be receiving these funds, knowing full-well these are non-recurring and therefore not guaranteed, it means we will be serving fewer people from the waiting list.

The 2022-2023 State Fiscal has been challenging for the aging network. With providers and vendors all continuing to face workforce issues as well as supply chain issues, we have had larger than usual surpluses this year. Staff have been providing support and technical assistance to providers to help them spend down their funding. Unfortunately, we are also having to transfer some funds to other planning and service areas to spend down the funds rather than leaving it unspent.

OPERATIONAL PRIORITIES

2023 has been challenging for other reasons as well, namely new staff, vacancies and new programs. While new staff, primarily in Fiscal and Programs Departments, learn the ropes they also have to keep things moving as though there was no change. This is not easy, but they have remained dedicated to the effort, doing their best and learning as they go, with lots of support from their counterparts around the state. There have been a few bumps, but we are learning from them and putting things in place to make things better.

In addition to the usual work, during this time staff have been working to launch two programs which have had their own challenges: the Enhanced Home Care for the Elderly (HCE) Program and Volunteer Florida Disaster Recovery. Staff continue to work with providers and our counterparts to implement services and spend down funding.

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 community.

INCLUSION

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



At the same time, the ADRC staff have been catching up on the overdue assessments and the Veterans Directed Care program continues to grow. Staff have built new partnerships throughout the planning and service area such as those involved in disaster preparedness and response and partnerships in home modifications. We have also diversity, equity, inclusion and belonging to include materials printed in braille and large print, printed materials in other languages (e.g. Haitian Creole) and adding additional language translations to our website. VP of Community Services, Renee Knight and VP of Communications, Andrea Spencer have worked together to increase awareness in the community around the Medicaid “unwinding” post public health emergency that will potentially result in many older adults and adults with disabilities losing their benefits.

STAFF RETREAT

Early in May we held a full staff retreat. This was an opportunity to build morale and cohesion as well as provide staff with education about the operations of different departments as well as hear from staff. During the course of the retreat, staff were asked:

- What would help us continue to build a stronger ElderSource?
- What can each person do to make everyone feel valued and respected in the workplace
- What would help us to work better together across departments?
- What could be done that would make a difference for you in your jobs?
- What would you like to learn, gain knowledge about, have access to, etc. that would help you do your job better?

Examples of the responses that the leadership team is working on include, but are not limited to:

- Better communication across departments
- Cross training
- After-hours gatherings
- Safety of staff when in the field
- Adding information to the intranet to help staff
- Developing messages for staff to be able to communicate to older adults and caregivers in the field about the waiting list and the process
- More staff and salary considerations

GUIDING PRINCIPLES

We Value:

Those we serve

Diversity, Equity, and Inclusion

Excellent and responsive service

Honesty, integrity, respect, and professional behavior

Results and accountability

Proactive, innovative and visionary efforts

Community collaboration

The knowledge, loyalty, commitment and unselfish team spirit of staff, volunteers, and providers

Our role as the leader in the aging network

Our role as an instrument of positive change



MISSION MOMENTS

SHINE volunteers can speak to dozens of beneficiaries in a year, and for many of them, helping others can just be another day on the job. Some beneficiaries are left wondering – do volunteers realize the true impact of their service? While a volunteer can work with someone for only a few hours, their service is felt for months.

For one beneficiary, the help she received from SHINE meant another year of health insurance, money to spend on healthy food, and a gateway to get an eye exam and “much needed” new glasses. “They probably don’t realize, but this impacts us every day!” Ms. R said. She lives in Volusia County and has worked with multiple SHINE volunteers throughout the years. “They’ve given me good information, and they’ve been very supportive. They really helped me apply for medical benefits.”

Ms. R has worked with SHINE volunteers to understand, apply, and reapply for Medicare and Medicaid benefits. Most recently, thanks to a SHINE volunteer helping with her application, she was approved to receive a monthly \$200 credit for healthy food and utilities. “It makes all the difference,” she said. The extra income has allowed her to eat healthy, lose weight and ensure her lights will stay on through the summer. She says she no longer has to visit food pantries or drive-thru giveaways in order to put food on the table. “I feel really fortunate and really lucky,” she said of her benefits. She was also excited to get an eye exam and new glasses.

Ms. R says the volunteers have not only been a lifeline for her, but for her friends and neighbors in the community. She recalled the story of a dear friend who received a cancer diagnosis while on disability from a car crash. After being denied multiple times, her friend lost hope. “At some point you just give up,” she said of getting the run-around with insurance companies. Her friend finally received much-needed health benefits after a SHINE volunteer drove from Palm Coast to Deland to help fill out applications in person. “SHINE has really been a lifesaver,” Ms. R said. “And in my friend’s case, that’s literal. She really depended on those benefits. She just gave up until a SHINE volunteer was able to help her.”

Ms. R said she’s consistently impressed with the volunteers and recommends the SHINE program as often as possible to others. Her hope is that the volunteers understand just how life-changing their service can be, and their impact runs deeper than they may imagine.

“Always believe that something wonderful is about to happen.” -Dr. Max Goodwin, New Amsterdam

**ElderSource
Board of Directors
Budget Finance Committee Meeting via Zoom
<https://us02web.zoom.us/j/83627584805>
Friday, April 28, 2023
1:00 PM**

Present

Ed Salek, Chair
Melissa Gilreath

Absent

Juliet Williams

Staff

Trina Nullet, Chief Financial Officer
Linda Levin, Chief Executive Officer
Sherry Holmes, Administrative Assistant

Meeting Called to Order

The meeting was called to order at 1:00 PM, and a quorum was present.

Review of the Minutes

Melissa Gilbreath moved to approve the minutes from February 24, 2023 as presented. Ed Salek seconded the motion. The motion was approved without opposition.

Financial Report

Trina Nullet highlighted the financial reports for the date ending January 31, 2023.

Salaries, Benefits, and Taxes are a little below budget due to vacancies.

Trina pointed out that the Health Insurance and Life Insurance columns were miscoded. The dollar amounts are reversed. Staff will correct the error.

Trina noted that next month there will be a Year-to-Date column Actual Budget and Variance added to this report.

Ed noticed that the Actual column for Occupancy did not have a dollar amount. Trina will check on this and make the necessary adjustment.

Motion

Melissa Gilreath moved to approve the financial reports for January 2023 as presented. Ed Salek seconded the motion. Motion carried without opposition.

Open Discussion

Trina will contact the bank for investment options and give them an idea of what we want and bring that information back to this committee. Linda suggested that there should be some kind of policy related to these investments.

Meeting adjourned at 1:18 PM

Minutes prepared by Sherry Holmes, Administrative Assistant

Programs Committee Minutes
10688 Old St Augustine Rd
Thursday April 20, 2023
11:00 AM
Via Zoom

Present

Barbara Greene
Cynthia Griffin
Walette Stanford

Staff

Linda Levin, CEO
Trina Nullet, CFO
Fred Richards, VP of Plan/Prgs/Compl/Inclu
Janet Dickinson, Planner
Sherry Holmes, Administrative Assistant

Absent

Grady Williams - Excused

Meeting Called to Order

Walette Stanford called the meeting to order at 11:05 AM.

Approval of Minutes

A motion to accept the December 15, 2022 minutes and the February 16, 2023 minutes was made by Barbara Greene and seconded by Cynthia Griffin. Motion was unanimously approved.

Programs Report

Fred Richards reviewed highlights from the Programs Report:

- APS - All high-risk referrals were accepted.
- We are currently exploring the Vaccination Grant.
- ADI and CCE – We are projecting significant surpluses in these Programs. We met with our Providers to ensure that if we are not exhausting all of our funds that we are providing or transferring funds to our other PSAs' Programs that would benefit from these funds for services.

Older American Act (OAA) Programs

- Title IIIB (*Support Services*)
- Title IIIC1 (*Congregate Meals*)
- Title IIID (*Health and Wellness*)
- Title IIIC2 (*Home Delivered Meals Programs*)
- Title IIIE (*Care Giver Support Program*)

Fred noted that there is no concern with these Programs spending out.

Surplus Deficit

General Revenue

Alzheimer Disease Initiative (ADI) and Community Care for the Elderly (CCE)

A meeting was held with the Providers on April 5 to address the surpluses in ADI and CCE.

Barriers Identified:

- Low client referral volume
- Staff recruitment
- Securing Home Health Aides
- Clients moved or deceased before services could start
- Challenges with vendor availability

Solutions Discussed:

- Add clients as contract increases are going to occur for period of July 2023 to June 2024 (need is growing)
- Providers continue to work to hire staff and approve additional vendors
- Providers submit revised budgets
- Purchase consumables-authorize monthly
- Provide home improvement

Other Suggestions:

- Shelf stable meals
- Purchasing Hurricane Kits
- Commodity supply deliveries \$100-\$200 monthly

The legislation to allow 10% carry forward- if it passes it will be for the 2023-24 contract period.

Transfer of funds: On April 5th we offered DOEA, \$800,000 of our CCE funds to be reallocated to other PSAs rather than leaving the funds on the table.

Veterans Directed Care Program

Veterans are referred to this program through the Veterans Administration Medical Centers (VAMC) located in Gainesville and Orlando. We have a total of 83 Veterans enrolled in this Program. Orlando has 25 Active, Gainesville has 56 and South Georgia has 2 clients enrolled. Referrals are projected to increase in April. This Program is being restructured and adding one full-time Person-Centered Counselor to ensure quality service and an opportunity to expand our service reach. There are 25 pending cases.

Florida Disaster Fund Award (Volunteer Florida)

The MOU for the Ian Response (\$600k) grant was signed on February 14, 2023. There are no restrictions on the use of the funds. Possible geographic areas of focus/delivery of service are St. Johns, Volusia and Flagler Counties. The MOU was revised to have partnered agencies make referrals in the counties affected by Hurricane Ian. ElderSource will accept the referrals externally and address them internally through our existing Senior 2 Senior program. If the referral volume exceeds our capacity to address, we may hire a Coordinator position.

United Way Flagler/Volusia – We have confirmed a partnership with their Community Impact Sr. Manager, Ms. Francine Martin, on February 7.

St. Johns Housing Partnership, Inc. – We are exploring a partnership with this agency, and they would oversee the St. Johns area. A meeting is scheduled for next week.

VIND – Volusia Interfaith/Agencies Networking in Disaster – We are exploring a partnership with them, and they would oversee the Volusia and Flagler areas. A meeting is scheduled for May 3.

USAgings-Aging and Disability Vaccination Collaboration

This grant has been on hold as the staff's focus was on launching the Volunteer Florida grant, but we were still active communicating with various partners and seeking clarification from the grantor USAging on who we can partner with. The focus is on vaccinations, support services, transportation, personal support referrals and outreach and education. There are quite a few Centers for Independent Living (CIL) that are interested and unfortunately Florida Health is not interested at this time. Fred noted we will continue to form and develop partnerships and not give up as there is an opportunity for us to pull down those funds and make an impact on vaccinations.

ADRC Summary Report

Renee Knight, VP of Community Services reviewed the ADRC Summary with the committee. The report detailed the following information:

- Helpline
- Intake & Screening Team
- Medicaid Eligibility Team
- SHINE/SMP/MIPPA/BEC

Caregiver Support Programs

Linda Levin, CEO noted that we are going through a transition and the reporting by Tameka Holly and Kyle Sanchez has changed. Fred Richards will be overseeing this report. Kyle is now the Director of Operations for our sister company Medicaid Management Service, Inc. (MMS). A new Programs Manager will be hired for the services that we provide directly and will continue to develop those services and new services as we go forward.

Area Plan Update

Janet Dickinson, Planner presented a detailed and informative Power Point presentation to the committee. Janet noted that she is working on the next Area Plan for 2024-2027. This process will involve the Programs Committee, Board of Directors, and Advisory Council on the different sections of the Plan. The Program Module is due to the DOEA on September 15, 2023 and the Contract Module is due on October 3, 2023. Janet did an overview of the Area Plan and discussed the following:

- Program Module: Outline
- 2024 Program Module: Goals Section
- 2024 Area Plan: Next Steps
- USAging Building Accountability for Health Equity Learning Collaborative (BAHELC)

See Power Point Slides 28-34 for detailed information.

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

Meeting adjourned at 11:50 AM

Minutes prepared by Sherry Holmes, Administrative Assistant

ElderSource (Area Agency on Aging)
Board of Directors
DEI Committee Zoom Call
May 15, 2023, at 3:00 PM

Minutes

Present:

Amanda Smith, Chair
Dr. Sandy Robinson
Walette Stanford
Pamela Sanders

Staff:

Tameka G. Holly, Chief Operations Officer
Andrea Spencer, VP of Communications
Jessica Del Rio, Executive Administrative Assistant

Call to Order:

Amanda Smith opened the meeting of the DEI Committee at 3:05 PM.

Action Plan, Cost, and Metrics

The Committee highlighted the Board DEI Action Plan, Costs, and Metrics. The Board DEI Action Plan, Costs, and Metrics were made available to Committee members in advance of the Committee meeting through the Board portal.

Tameka and Andrea highlighted the updates from each of the following Focus Areas:

- Board Governance
 - Metrics have been established: recruit 1 under 30 and 1 between 30 and 49. This is done. There is still a need for Hispanic representation, faith base and men.
- Client Services
 - Integrate this activity with the Health Collaborative Building Equity project. The following are some examples of these efforts towards staff recruitment and demographic representation. 1. In 2023, create and develop, as part of quality assurance, a standardized checklist that will include metrics /
 - minimum thresholds to meet on demographics of underserved communities/ populations.
 - Put into practice these DEIB focused metrics and expectations for existing ElderSource providers. Build into our provider monitoring a review of provider staff demographic metrics to determine if provider staff demographics mirror the communities/populations they serve.
 - Create and build-in established DEIB metrics that will apply to creating new partnerships and in building out new programs
 - A full report will compile useful information or narrative derived from the Health Collaborative Building Equity project; Area Plan; and planning meeting with team members (e.g. Communications and Planning). Recommendations will be included in the summary of the report.

- Staff
 - Next AAP Plan is being developed and will be presented to committee, once complete. This takes place, annually.
 - Identify gaps Voluntary DEI Demographics Survey is being developed and will be disseminated to capture self-reported staff demographic
- Communications
 - Website now features ability for visitor to click on international flag to view content in native language. Website also offers information on how to access materials if special accommodations need to be considered. Website now includes page on agency's DEI efforts. Cost to update: \$100 for web developer. Cost to update: \$300.
 - The general ES and SHINE brochures are available in large print and in Braille. Cost \$346.85. Brochures translated to Spanish and Creole: \$960.32. COVID vaccine info flyers translated to Vietnamese, Korean, Chinese, Spanish. ES recently participated in publishing agency efforts in a special edition of the Jacksonville Biz Website now includes page on agency's DEI efforts. Cost to update: \$100 for web developer. ES recently participated in publishing agency efforts in a special edition of the Jacksonville Biz Journal. Cost \$5k.
 - Spring 2023 outreaches: attended Spanish health fair, Minority Health Fair in Middleburg, Florida Black Expo. First Friday of every month ES is guest black gospel radio program, Senior Rap Line.
 - Produced an editorial column and advertisement for the Jacksonville Biz Journal special section on DEI. Cost \$5k
- Other
 - Policy and procedure has been updated.

To address Walette question, staff will check the amount of resources needed for trainings.

Adjournment:

Having no further business, the meeting adjourned at 3:47 PM.

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

**Advisory Council Meeting
10688 Old St Augustine Rd
Thursday April 20, 2023
12:30 PM**

Via Zoom

Present

Pamela Sanders – Baker
Diane Eckert – Clay
Stevie Taylor – Clay
Cheryl Jefferson - Duval
Ingrid Montgomery – Duval
Barbara Solomon – Flagler
Bernie Fitzgerald – Flagler
Chernice Benjamin - Nassau
Ashley Jennings – Volusia
Frances Chew – Volusia

Staff and Guest

Linda Levin, CEO
Fred Richards, Plan/Prgs/Compl/Inclu.
Janet Dickinson, Planner
Sherry Holmes, Administrative Assistant

Absent

Earnest Berrian – Duval (Excused)
Valerie Thomas – Duval (Excused)
Albert Abbatiello – St. Johns (Excused)
Carol DeMarco – St. Johns (Excused)
Latonja Best – St. Johns

Meeting Called To Order

Cheryl Jefferson called the meeting to order at 12:35 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 16, 2023, meeting was made by Bernie Fitzgerald and seconded by Pamela Sanderson. Motion passed unanimously.

Nominating Committee

Dr. Ashley Jennings, Chair of the Nominating Committee noted that the committee met on April 6 at 12:00 PM to review the application of Joanne Hinkle for representation of Flagler County.

The committee recommends that Joanne Hinkle be considered as a member of the Advisory Council as she brings a wealth of information and knowledge.

A motion to accept the applicant Joanne Hinkle for membership was made by Bernie Fitzgerald and seconded by Pamela Sanders. Motion passed unanimously.

Bernie Fitzgerald has agreed to become a member of the Nominating Committee. This brings the membership to three members:

- Dr. Ashley Jennings, Chair
- Bernie Fitzgerald
- Stevie Taylor

Long Term Care Insurance

Janet Dickinson, Planner discussed this topic with the group:

- What is Long-Term Care Insurance?
- How to get Long-Term Care Insurance
- Provisions
- Coverages
- What is Not Covered
- Thoughts to Ponder
- Additional Information in the Florida Department of Financial Services (DFS) Guidebook
- Resources for Information

See Power Point slides 2-11 for detailed information.

Area Plan Update

Janet Dickinson, Planner shared the New 2024-2027 Area Plan with the group. The fully completed Plan will be due to the Department of Elder Affairs (DOEA) in September. The Program Module is due on September 15, 2023 and the Contract Module is due on October 3, 2023. Janet discussed the following:

- Program Module: Outline
- 2024 Program Module: Goals
- 2024 Area Plan: Next Steps

See Power Point slides 13-18 for detailed information.

DEIB Health Equity Collaborative Update

Janet Dickinson, Planner discussed the USAging Building Accountability for Health Equity Learning Collaborative (BAHELC) and explained that this group meets virtually once a month to

Programs Committee Minutes
10688 Old St Augustine Rd
Thursday April 20, 2023
11:00 AM
Via Zoom

Present

Barbara Greene
Cynthia Griffin
Walette Stanford

Staff

Linda Levin, CEO
Trina Nullet, CFO
Fred Richards, VP of Plan/Prgs/Compl/Inclu
Janet Dickinson, Planner
Sherry Holmes, Administrative Assistant

Absent

Grady Williams - Excused

Meeting Called to Order

Walette Stanford called the meeting to order at 11:05 AM.

Approval of Minutes

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- APS - All high-risk referrals were accepted.
- We are currently exploring the Vaccination Grant.
- ADI and CCE – We are projecting significant surpluses in these Programs. We met with our Providers to ensure that if we are not exhausting all of our funds that we are providing or transferring funds to our other PSAs' Programs that would benefit from these funds for services.

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Fred noted that there is no concern with these Programs spending out.

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Solutions Discussed:

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Other Suggestions:

- Shelf stable meals
- Purchasing Hurricane Kits
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Transfer of funds: On April 5th we offered DOEA, \$800,000 of our CCE funds to be reallocated to other PSAs rather than leaving the funds on the table.

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ADRC Summary Report

Renee Knight, VP of Community Services reviewed the ADRC Summary with the committee. The report detailed the following information:

- Helpline
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- SHINE/SMP/MIPPA/BEC

Caregiver Support Programs

Linda Levin, CEO noted that we are going through a transition and the reporting by Tameka Holly and Kyle Sanchez has changed. Fred Richards will be overseeing this report. Kyle is now the Director of Operations for our sister company Medicaid Management Service, Inc. (MMS). A new Programs Manager will be hired for the services that we provide directly and will continue to develop those services and new services as we go forward.

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

Meeting adjourned at 11:50 AM

Minutes prepared by Sherry Holmes, Administrative Assistant

Programs Committee Minutes
10688 Old St Augustine Rd
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Meeting adjourned at 11:50 AM

Minutes prepared by Sherry Holmes, Administrative Assistant

share and work on plans for improving our DEIB efforts and to gear those efforts in the direction of health equity. Janet discussed in detail:

- What we hope to gain.
- Priorities

See Power Point slide 27 for detailed information.

County Reports

Baker

Pamela Sanders

- Baker County Council on Aging serves daily lunches.
- Pamela noted that there is a major need for senior laundry service. There is no place in Baker County providing laundry services. Pamela found a website where Baker County Council on Aging offers the service, but Pamela will check into this as it may be an old website.
- Baker County has a wonderful transportation system.
- Pamela has noticed that Programs in the county start up with a lot of volunteers, but the volunteers soon fall off for whatever reasons.

Janet is offering to assist Pamela with this search for laundry services.

Clay

Diane Eckert

- The Orange Park Senior Center offers meals Monday-Friday, feeding breakfast and lunch. They have bingo, arts and crafts for seniors.

Duval

Cheryl Jefferson

- Lack of affordable housing and issues with homeowners' insurance is a topic of concern to the community. People are constantly having to do many things to pass the 5-point inspections. When something is identified there are problems with getting things up to code.

Flagler

Barbara Solomon

- A "Spring into Health Community Fair" is being sponsored by the Delta Sigma Theta Sorority, Inc. on Saturday, April 22, 2023 from 11:00 AM – 2:00 PM at the Lord's Temple City of Refuge. The location is 140 Gilmore Street in Hastings, FL 32145.

Bernie Fitzgerald

- Bernie noted that Church on the Rock has a wonderful nutrition program. Meals are served on the premises all the time. The Senior Center provides bingo and many other activities for seniors.
- The Palm Coast Community Center located at 305 Palm Coast Parkway NE will host a workshop on Maximizing your Social Security on April 29 from 1:00-2:00 PM.

There was conversation and examples of citing instances of fraudulent behavior on the part of individuals to Medicare. Linda suggested to the members to collect the information i.e. names, phone numbers and contact our Senior Medicare Patrol to make them aware of what is happening, and they will work with the State to investigate. Bags were passed out to attending participants with ElderSource pamphlets and brochures inside.

Nassau

Chernice Benjamin

- Chernice is aware of a website where homeowners can acquire homeowners' insurance quickly without a hassle, brokers will reach out to you. Chernice will report this information to the members as soon as she locates the name of the website.
- The Shrimp Festival is being held Friday May 5 through Sunday May 7.
- Fernandina Beach Active After 50 Expo is Saturday April 29 from 10:00 AM – 2:00 PM at the Atlantic Recreational Center.
- Seniors have been asking for resources to get back to work. Chernice is asking if anyone has hiring information, to let her know.

St. Johns

No Representation

Volusia

Frances Chew

- The City Commission meets twice a month. One of the agenda items last night was on the Council on Aging seeking to acquire an activity building that is attached to one of the recreation centers in Daytona Beach. They would use the building for feeding, nutrition programs and senior activities.
- A Crab and Seafood Festival is being held on May 29.
- A Housing Fair at Allen Chapel in Daytona Beach is also being held on May 29.

Old Business

None

New Business

The Advisory Council members agreed that the topic for their next meeting will be the Area Plan.

Linda noted that ElderSource will be sending out a post card informing Medicaid recipients to expect a letter that will have a yellow stripe regarding their redetermination process for Medicaid. It is important that the letter is not ignored. Recipients may contact the SHINE department to assist them. Linda is asking Advisory Council members to refer these inquiries to our SHINE department.

There was no further business, and the meeting was adjourned.

Meeting Adjourned at 1:48 PM

Minutes prepared by Sherry Holmes, Administrative Assistant

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

(Date)

Secretary: _____ Stevie Taylor

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