

**AREAWIDE COUNCIL ON AGING OF BROWARD COUNTY, INC.**  
**BOARD OF DIRECTORS' MEETING**  
**DECEMBER 10, 2020**

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**PRESENT**

Arthur Birken  
Alan Brass  
Anthony Brunson  
Timothy Curtin  
William Edelstein  
Pauline Grant  
Representative Evan Jenne  
David Lieberman  
Dr. Naushira Pandya  
John Primeau  
Senator Nan Rich  
Hon. Ron Rothschild  
Kenneth Rubin  
Manuel Synalovski  
Lisa Zucker

**EXCUSED ABSENCE**

Malena Mendez-Dorn  
Deborah Rand  
Theodora Williams

**STAFF**

Charlotte Mather-Taylor  
Cheryl Morrow

**CALL TO ORDER**

The Regular Monthly Meeting of the Areawide Council on Aging Board of Directors was held Thursday, December 10, 2020, in the Aging and Disability Resource Center's Administrative Office. For the Members who chose not to attend due to COVID-19, the Boardroom was also set up to hold a Virtual Meeting utilizing Communications Media Technology.

Prior to the start of the meeting, the Executive Director introduced Mary Mills, who began her employment as the new Finance Director with the Area Agency on December 7. Ms. Mills gave a brief description of her background and employment history. Ms. Mills stated she is looking forward to working with everyone.

President Grant asked Cheryl to take a roll call vote to acknowledge that each member was present prior to any votes or motions requiring approval. Those not present included Malena Mendez-Dorn, Deborah Rand, and Theodora Williams.

**APPROVAL OF MINUTES**

A motion to approve the minutes for the October 8, 2020 Board Meeting was made by Judge Ron Rothschild, seconded by Tim Curtin, and unanimously approved.

**COMMITTEE REPORTS**

**Personnel Committee Report**

Chair John Primeau was called upon to give the following report:

The Personnel Committee for the Areawide Council on Aging met on Tuesday, November 24, at 9:30 a.m. at the Area Agency on Aging.

In attendance were: Alan Brass, Bill Edelstein, Pauline Grant, Ex-Officio, Executive Director Charlotte Mather-Taylor, and myself as Chair. Senator Nan Rich called into the meeting by phone.

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Briefly discussed were potential increments in salary for staff for 2021 and a possible source for the monies. In addition, the members also discussed a merit increase for the Executive Director predicated on her overall performance.

Following some discussion, Alan Brass made a motion, seconded by Bill Edelstein, for staff increments ranging from 0% – 3% based on management recommendations and approval by the Executive Director, utilizing up to \$340,000 in Council Funds for salaries and benefits.

A motion was then made by Bill Edelstein that the Executive Director receive a 3% merit increase predicated on approval by the Finance Committee. Alan Brass seconded the motion, which was unanimously approved.

**Finance Committee Report**

President Grant called upon Chair Alan Brass to read the following report:

The Finance Committee of the Areawide Council on Aging met at the Areawide Council on Aging on Tuesday, November 24, at 10:00 a.m.

In attendance were: William Edelstein; John Primeau, Manuel Synalovski, President Pauline Grant, Ex-Officio, Executive Director Charlotte Mather-Taylor, and I as Chair. Judge Ron Rothschild had a doctor's appointment.

Personnel Committee Chair, John Primeau, shared the recommendations, made by the Personnel Committee, that staff receive increases in 2021, ranging from 0-3% predicated on evaluations made by Management Staff, with concurrence by the Executive Director and a possible source for the monies. Also discussed was a merit increase, ranging from 0-3%, for the Executive Director.

Following a motion by John Primeau, seconded by Manuel Synalovski, the motion was approved unanimously.

The Executive Director and the members then reviewed the proposed Budget with any questions concerning the data.

Following further discussion, John Primeau motioned for approval of up to \$340,000 of council funds to supplement the Budget for 2021. Pauline Grant seconded the motion, which passed unanimously.

John Primeau moved that a salary increase, from 0-3%, predicated on Management Staff's recommendations, with agreement from the Executive Director, be approved for staff, initiating January 1, 2021, and that the Executive Director receive a 3% merit increase, based on her overall performance.

The motion was seconded by Bill Edelstein and unanimously approved.

A motion was then made by John Primeau that the Proposed Budget for 2021 be approved by the Finance Committee. The motion was seconded by Bill Edelstein and unanimously approved.

There being no further business, the meeting was adjourned.

As Chair of the Finance Committee, I now would like to make the following motions:

**MOTION 1**

**I move that the Board approve the proposed Areawide Council on Aging Budget for 2021.**

The motion was seconded by Arthur Birken and unanimously approved.

**MOTION 2**

**From funds placed in the Budget for staff increments, I move that Staff receive raises from 0%-3%, based on recommendations made by Management Staff and approved by the Executive Director.**

The motion was seconded by Arthur Birken and unanimously approved.

**MOTION 3**

**As a result of the Personnel Committee's recommendation, concurrence by the Finance Committee, I now move that a 3% increase in salary for the Executive Director be approved for 2021.**

The motion was seconded by Tim Curtin and unanimously approved.

**Nominating Committee**

President Grant called upon Nominating Committee Chair, Alan Brass, to give the following report:

In accordance with our Bylaws, the President appoints a Nominating Committee for Officers for the following year. The Committee determines a proposed slate of officers and shares the recommendations with the Board, and the election takes place at the December Meeting. Besides me, Ken Rubin served on the Nominating Committee for 2021 Officers.

The nominees for 2021 include:

President – John Primeau  
First Vice President – Dr. Naushira Pandya  
Second Vice President – Arthur Birken  
Third Vice President – Representative Evan Jenne  
Treasurer – Senator Nan Rich  
Secretary – David Lieberman  
Parliamentarian – Anthony Brunson  
Immediate Past President – Pauline Grant

Since no additional nominees were proposed, I now move that the proposed slate of officers for 2021 be elected to become effective March 1, 2021, due to the circumstances related to Covid-19.

The motion was seconded by Judge Ron Rothschild and unanimously approved.

## NEW BUSINESS

### *By-Laws Remote Attendance Amendment*

President Grant called upon William Edelstein, who provided the following report.

Mr. Edelstein informed the Members that two motions would be presented for a vote of approval.

**The first motion is to declare an emergency due to the circumstances surrounding the COVID pandemic**

**as the basis for waiving the notice requirements of Article IX, Section 1 to amend the bylaws.**

The motion was seconded by Tim Curtin and unanimously approved.

The second motion is to delete Article V, Section 3, Provision E, Page 4, of the Bylaws, which limits the number of meetings a member can attend via electronic media technology to two meetings.

**Specifically, the language we are deleting states:**

~~**E) No member may attend more than two (2) meetings per calendar year via Electronic Media Technology.**~~

The motion was seconded by Arthur Birken and unanimously approved.

## EXECUTIVE DIRECTOR'S REPORT

The Executive Director reported that Kimm Campbell, Assistant County Administrator, advised her Broward County would be extending the home-delivered meal contract until February 28. Senator Rich stated she is excited the ADRC is in line to receive additional funding and very proud of Charlotte for all she has done with the feeding program.

Charlotte reported the Florida Association of Area Agencies on Aging (F4A) decided to hire an attorney who is a Sunshine Law expert to provide an opinion on whether AAA Boards have to meet in person.

The Executive Director stated that the Department of Elder Affairs was told they were exempt from any proposed budget reductions but then were recently notified that they should provide proposed budget cuts to the Governor's office in the amount of 8.5%, or 15.4 million dollars for the current budget year and 10% 17.6 million for the next fiscal year.

The Executive Director shared that the Advisory Council has established a new virtual fundraiser called the Golden Giggles Comedy Show, allowing participants to tell their favorite joke. So far, over \$13,000 has been raised from sponsorships. Charlotte noted Board Member, William Edelstein, has already presented a joke on behalf of Memorial Healthcare. It will be sent out to our email list and featured on the ADRC website and ADRC YouTube page.

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The Area Plan will be amended to include telephone reassurance year-round, and we will be scheduling a Public Hearing shortly as required by DOEA.

The ADRC SHINE program enrolled 392 people remotely during the open enrollment, which ended December 7.

Charlotte shared the law firm of Goren, Cherof, Doody, and Ezrol has informed Charlotte of numerous violations of alarms being called out at Hillmont Gardens. The Executive Director has notified John Sharkey, who addressed the issue

The Helpline received 4,544 people call for the month of November, about 250 a day, and 6,157, 280 calls in October.

Charlotte also provided an update on the two new technology programs, Uniper and iN2L.

On Tuesday, December 15, Channel 10 did an interview with the Executive Director covering our meal program.

Naushira requested clarification regarding the number of meals stated in the October 8 minutes.

**PRESIDENTS REPORT**

Excused Absences included: Malena Mendez-Dorn and Deborah Rand, business commitments.

Since there was not a meeting in November, both November and December Birthdays were celebrated. Happy Birthday greetings were extended to Arthur Birken, November 23, Ron Rothschild, December 9, Anthony Brunson, December 22.

President Grant thanked the Members who attended the other members for their participation and wished everyone Happy Holidays and will look forward to seeing everyone in January. President Grant also thanked Charlotte for the outstanding job she has done all year on behalf of the Board of Directors.

**ADJOURNMENT**

Since there was no further business, by the motion of Tim Curtin, seconded by Senator Rich, the meeting was adjourned.

Senator Nan Rich, Secretary

APPROVED \_\_\_\_\_