

**Northwest Focal Point Senior Center District Board
Special Meeting**

Commission Chambers, 1st Floor
City Hall, 5790 Margate Boulevard
Margate, FL 33063
September 1, 2021
6:15 PM

Board Members Present:

Arlene Schwartz, Chair
Antonio Arserio, Vice Chair
Joanne Simone
Anthony Caggiano
Tommy Ruzzano

Also Present:

Karin Diaz, Project Director
David N. Tolces, Interim City Attorney
Cale Curtis, City Manager

1. MINUTES FOR APPROVAL – June 16, 2021

The following motion was made by Board Member Simone, seconded by Chair Schwartz.

MOTION: SO MOVE TO APPROVE THE MINUTES FROM THE JUNE 16, 2021 MEETING.

ROLL CALL: Board Member Caggiano, Yes; Board Member Simone, Yes; Board Member Ruzzano, Yes; Vice Chair Arserio, Yes; Chair Schwartz, Yes. The motion passed 5-0.

2. RESOLUTIONS

- A. **RESOLUTION 163:** A RESOLUTION OF THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT, APPROVING HOST AGENCY AGREEMENT WITH AARP FOUNDATION TO PROVIDE FOR SERVICES OF PARTICIPANTS FROM THE AARP FOUNDATION SENIOR COMMUNITY SERVICE EMPLOYMENT AGENCY; PROVIDING FOR AN EFFECTIVE DATE.

Vice Chair Arserio asked who will be conducting the background checks on the individuals coming from the agency. Project Director Diaz stated that the background checks will be the same pre-employment checks that are required by Senior Center grants: drug test conducted at a local lab, level II fingerprinting conducted at a local live scan vendor, and a CVSA exam conducted by the examiner for the City of Margate.

The following motion was made by Board Member Caggiano, seconded by Board Member Simone.

MOTION: SO MOVE TO APPROVE.

ROLL CALL: Board Member Caggiano, Yes; Board Member Simone, Yes; Board Member Ruzzano, Yes; Vice Chair Arserio, Yes; Chair Schwartz, Yes. The motion passed 5-0

RESOLUTION 164: A RESOLUTION OF THE BOARD OF THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT APPROVING A SUPPLEMENTAL STAFFING AGREEMENT WITH CSI-CATALANO'S NURSES REGISTRY, INC. FOR THE PROVISION OF SUPPLEMENTAL STAFFING SERVICES OF CERTIFIED NURSING ASSISTANTS (CNA/HHA), REGISTERED NURSES (RN), LICENSED PRACTICAL NURSES (LPN),

AND OTHER HEALTH CARE WORKERS ON AN "AS NEEDED BASIS"; PROVIDING FOR AN INCREASE IN HOURLY RATE FOR LPNs; PROVIDING FOR EFFECTIVE DATE.

The following motion was made by Board Member Simone, seconded by Board Member Caggiano.

MOTION: SO MOVE TO APPROVE.

ROLL CALL: Board Member Caggiano, Yes; Board Member Simone, Yes; Board Member Ruzzano, Yes; Vice Chair Arserio, Yes; Chair Schwartz, Yes. The motion passed 5-0

DISCUSSION POSSIBLE ACTION: NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT FISCAL YEAR 2021-2022 BUDGET

Project Director Diaz explained that the past 18 months were very challenging for the entire community, our seniors and their families, the Center's staff, and the Center's operations. She said the Center encountered many challenges to its operations and despite the entire NWFP Team's effort the Center brought in an estimate of a third of Senior Center annual federal grant revenue. Project Director Diaz said that thanks to a healthy fund balance, we made it through the COVID pandemic, serving seniors without laying off staff. She said that unfortunately, seven employees left to pursue new journeys.

Project Director Diaz said that to continue operating the Senior Center and Adult Day Care Center safely and in compliance with federal, state, and local regulations, she proposed rearranging and updating some staff positions. She said these adjustments will allow the Center to retain current staff and bring in some new staff members to fill the vacant positions.

Below is a summary of the proposed positions presented by Project Director Diaz.

Full Time Positions

Driver: In the past, the Center had seven full time drivers. For fiscal year 2022, the Center will deliver the transportation services with five full time drivers. Once attendance is back to normal, we will start the search for a sixth driver once again.

Health Support Specialist: The position of Health Support Specialist was formerly filled by the Registered Nurse. The Registered Nurse has retired. This position will be a part time position for fiscal year 2022 with the projection to become a full time position in the future.

Part Time Positions

Eldercare Advocate vs. Community Liaison: In 2009, the City of Margate entered into an agreement in collaboration with the Northwest Medical Center to better assist seniors that were hospitalized at the Northwest Medical Center. The Eldercare Advocate was a liaison to home and community based services. The City of Margate funds this position. Due to the COVID pandemic, access to the hospital is impossible, which is the main reason why Project Director Diaz is proposing to change the name of this position to Community Liaison. This individual will focus on reaching out to the Medical Centers in general and homeowners' associations in the City of Margate. This position will assist ADC clients' caregivers and ADC seniors with interactive recreational activities.

Adult Day Care Coordinator, LPN: This position has been vacant since November 2020 after the ADC Coordinator retired. The Center has had only four applicants for this position in the last nine months and none of them has been suitable. Currently, the Center fills this position through a temporary staffing agency, which has requested a rate increase from \$28.50 per hour to \$35.00 hour for LPNs. Due to these facts, Project Director Diaz proposed to raise the current pay rate for the ADC Coordinator/LPN from \$16.50 per hour to \$20.00 per hour.

Part Time Afternoon Receptionist: This position has been vacant since October 2020 after the prior receptionist resigned to pursue a higher paid position.

Part Time Custodian: This position has been vacant since October 2020 after the prior employee resigned to pursue a higher paid position.

Project Director Diaz said that because it is challenging to hire for the two part time positions listed above, at the pay rate the NWFP Senior Center offers, and due to the new employment market product of the pandemic, the Center is pursuing another path to fill the part time Receptionist and the part time Custodian positions.

Project Director Diaz said that the Center would like to collaborate with the AARP Foundation through the Senior Community Service Employment Program (SCSEP). This agreement provides individuals, 55 years and older, who will be trained to perform these jobs at only the initial expense of the background screening and no further cost to the Center.

Part Time Receptionist: The proposed change for this position is the following

- A. Move the current PT morning Receptionist for the PT Health Support Specialist. This will help to retain a valuable employee
- B. The PT morning Receptionist will be filled by a current volunteer searching for employment or through the AARP SCSEP agreement

Project Director Diaz asked the Board to provide for a fund balance funded by the City of Margate to support the operations of the Northwest Focal Point Senior Center District during Fiscal Year 2022 or until the Center regains total revenue through 100% attendance.

The following motion was made by Board Member Caggiano as is with explanation.

MOTION: SO MOVE TO APPROVE.

ROLL CALL: Board Member Caggiano, Yes; Board Member Simone, Yes; Board Member Ruzzano, Yes; Vice Chair Arserio, Yes; Chair Schwartz, Yes. The motion passed 5-0

3. PROJECT DIRECTOR'S REPORT

Project director Diaz of the Northwest Focal Point Senior Center District (NWFPSCD) stated that the Center has many activities coming up, such as the Autumn Wii Bowling Tournament, Grandparents Day, the Folk Festival and the Center is getting ready for the upcoming holidays. Project Director Diaz stated that she would like to immensely thank the Board for their support and would also like to thank the City Manager and the Finance Department for their help in getting the budget together.

4. BOARD MEMBER COMMENTS

Board Member Caggiano said keep up the great work.

Board Member Simone said as always, thank you for what you do. There is no better director and staff that is dedicated and committed to what they do.

Board Member Ruzzano asked if the Center has any planned giveaways for Thanksgiving and stated that he will work with a new business coming into Margate, Broward Meat and Fish, to get some donations.

Vice Chair Arserio said that he echoes the sentiments of his fellow colleagues and feels that the Senior Center is crucial to remain open.

Chair Schwartz said thank you for all that you do. She also wanted to remind everyone that the pharmacist at Walmart is giving flu shots and on September 20 will begin giving the third shot of COVID vaccines.

There being no further business, the meeting adjourned at 6:59 p.m.

Respectfully submitted,

Transcribed by Terry Lieberman

Arlene Schwartz, Chair