

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA ZOOM VIDEO
November 5, 2020**

Committee Members Present

Harriet Crozier, Chair
Barbara Sheen Todd
Elithia Stanfield
Linda Lee
Paul McClintock

Committee Members Not Present

None

Others Present

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Paula Moore, CPA Financial Consultant
Virginia Cruz, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

Agenda Item #1 — Call to Order

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday November 5, 2020 by Zoom Video Call. Chair Harriet Crozier called the meeting to order at 9:30 am.

Agenda Item #2 — Public Meeting Notice

Ms. Ann Marie Winter announced the meeting was publicly noticed.

Agenda Item #3 — Roll Call

Ms. Ann Marie Winter called the roll and a quorum of committee members were present.

Agenda Item #4— Approval of Minutes

Chair Harriet Crozier presented the last meeting minutes and asked if there were any questions or comments and there were none. Ms. Barbara Sheen Todd made a motion to approve the October 8, 2020 Finance Committee meeting minutes. Ms. Elithia Stanfield seconded. None opposed, motion carried.

Agenda Item #5 — Addendum Item(s) or any other Item(s) requiring Board Discussion

None.

Agenda Item #6 — Area Agency on Aging Statement of Revenue and Expenses (Budget vs Actual)

Ms. Winter informed that the Agency has engaged the services of Ms. Paula Moore, CPA to assist in the capacity of Financial Consultant while the search for a Chief Financial Officer continues. Ms. Ann Marie Winter presented the Statement of Revenue and Expense Budget vs Actual for the period ending August 31, 2020. There were no questions or comments. Mr. Paul McClintock made a motion to recommend taking the August 31, 2020 Statement of Revenue and Expenses Budget vs Actual to the Board of Directors for approval. Ms. Barbara Sheen Todd seconded. None opposed, motion carried.

Agenda Item #7 — AAAPP Balance Sheet

Ms. Ann Marie Winter presented the Balance Sheet for the period ending August 31, 2020. There were no questions or comments. Ms. Barbara Sheen Todd made a motion to recommend taking the August 31, 2020 Balance Sheet to the Board of Directors for approval. Mr. Paul McClintock seconded. None opposed, motion carried.

Agenda Item #8 — AAAPP Draft 2019 Form 990

Ms. Ann Marie Winter presented the Area Agency on Aging of Pasco-Pinellas Draft 2019 Form 990. Ms. Winter informed that upon approval by the Board of Directors the Form 990 will be submitted by November 17, 2020 before the IRS deadline. Ms. Barbara Sheen Todd made a motion to recommend taking to the Board of Directors for approval. Ms. Elithia Stanfield seconded. None opposed, motion was carried.

The Committee in considering the new Executive Order to return to in-person Board meetings a quorum for the November 16, 2020 Board meeting may not be possible. This would delay the timely submission of the Form 990 to the IRS. Therefore, Ms. Elithia Stanfield made a motion to direct staff to submit the 990 Form to the IRS if unable to obtain Board approval on November 16, 2020 due to a lack of a quorum. Mr. Paul McClintock seconded. None opposed, motion carried.

Agenda Item #9 — Finance Committee Meetings for 2021

Ms. Ann Marie Winter presented the Finance Committee Calendar of 2021 Meetings. Ms. Winter informed that meetings are held the first Thursday of every month with the exception of April which will be held on the second Thursday. As customary there are no committee meetings in July and December. For information only. No action necessary.

Agenda Item #10 - Chairman's Report

Chair Harriet Crozier wished everyone a Happy Thanksgiving.

Agenda Item #11 — Executive Director's Report

The Executive Director informed that interviews for the CFO position are continuing. In an effort to increase internal capacity and additional strength in the finance department a new controller position was created. For that position, Ms. LaShanna Young a professional accountant with a Masters in Accounting was hired. Ms. Young will oversee accounts payables, contracts, budgets, and assist with financial statements. Ms. Winter sought the approval of the committee to introduce Ms. Young at the January 2020 committee meeting, all concurred; The Governor's Executive Order for extending the waiver for in-person board meetings for government entity organizations was not extended beyond October 30, 2020. The November 16, 2020 AAAPP board meeting will be held in-person, the possibility of a quorum is hopeful.

Agenda Item #12 — Committee Member's Comments

Ms. Elithia Stanfield, AAAPP Representative 401(k) Plan Board member informed that the Investment Committee at its recent meeting reviewed the 401(k) plan. Ms. Stanfield informed that changes were made to the plan to ensure that AAAPP employees' investments are protected and provide the best returns possible. These changes will take effect by November 11, 2020.

Agenda Item #13 — Adjourn

There being no other items for discussion the meeting adjourned at 9:59 a.m.

Respectfully submitted,

Harriet Crozier

Virginia Cruz
Recording Secretary

Chair

Date