

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
SEPTEMBER 8, 2022**

**Committee Members Present**

Chris Comstock  
Christina Fitzpatrick  
Judge George Jirotka

**Committee Members Not Present**

David Alvarez, (Excused)  
Harriet Crozier, (Excused)

**Others Present**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas  
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas  
Virginia Joseph, 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 September 8, 2022, via Microsoft Teams. The meeting was chaired by Chris Comstock in the absence of Chair David Alvarez. The meeting was called to order at 9:33 a.m.

**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, Executive Director called the roll, a quorum of committee members was present.

**Agenda Item #4 - Approval of Minutes**

Mr. Chris Comstock presented the last meeting minutes of August 4, 2022, and asked if there were any questions or comments, there were none. Judge George Jirotka made a motion to approve the August 4, 2022, Finance Committee meeting minutes. Commissioner Christina Fitzpatrick seconded. None opposed, motion carried.

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

**5.1 Bonus**

Ms. Ann Marie Winter, Executive Director reported that the Executive Committee at its meeting of Friday September 2, 2022, suggested that the Finance Committee consider recommending a one-time bonus to eligible staff as of October 1, 2022. The bonus would be considered for satisfactory job performance and as a retention incentive for eligible employees. Based on discussion which ensued on the agenda item the committee approved the amount of \$30,000 plus taxes for staff bonus. A \$500 bonus for each eligible employee based on the criteria that the employee has completed 6 months of employment or longer and has completed a satisfactory job performance. The bonus would be paid out no later than December 31, 2022. Judge George Jirotka made the motion to approve the above. Commissioner Christina Fitzpatrick seconded. None opposed. The motion was carried.

### **Agenda Item #6 – AAAPP Unaudited Statement of Financial Position**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date July 31, 2022. Commissioner Christina Fitzpatrick made a motion to recommend taking the Unaudited Statement of Financial Position year to date July 31, 2022, to the Board for approval. Judge George Jirotko seconded, none opposed, motion carried.

### **Agenda Item #7 - AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual. There were comments and questions which were addressed by Ms. Moore. Commissioner Christina Fitzpatrick made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date July 31, 2022, to the Board of Directors for approval. Judge George Jirotko seconded. None opposed, the motion was carried.

### **Agenda Item #8 - Unaudited Statement of Activities and Changes in Net Assets**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Activities and Changes in Net Assets for the year-to-date July 31, 2022. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date July 31, 2022, to the Board for approval. Commissioner Christina Fitzpatrick seconded, none opposed, motion carried.

### **Agenda Item #9 – Surplus (Deficit) Report**

Ms. Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date July 31, 2022. There were questions and comments these were addressed by Ms. Ann Marie Winter and Ms. Paula Moore. Commissioner Christina Fitzpatrick made a motion to recommend taking the Surplus (Deficit) Report Year to Date July 31, 2022, to the Board of Directors for approval. Judge George Jirotko seconded, none opposed, motion carried.

### **Agenda Item #10 – RFI Investment Management and Advisory Services**

Ms. Ann Marie Winter, Executive Director reported that the Question and Answers (Q&A) meeting was held on August 24, 2002. Three parties attended the Q&A meeting. At this point one party has responded by letter of intent. There were questions and comments which were addressed by Ms. Ann Marie Winter. For information only, no action necessary.

### **Agenda Item #11 - Office Space Expansion**

Ms. Paula Moore reported that the construction work at the Lake Office is continuing. Anticipating an October 1, 2022, move in date. Eleven staff members will be moved to the new location. For information only, no action necessary.

### **Agenda Item #12 – NetSuite Accounting System Implementation**

Ms. Paula Moore, CFO reported that the Finance Team was now moving to the budget software package module. Met with the implementation team now at the employees' expenses and check request stage which should complete by October 1, 2022. In the last quarter of the year training will be provided to some employees in the purchasing and employee expense portion of NetSuite. For information only, no action necessary.

### **Agenda Item #13 - Item(s) for Discussion**

None.

### **Agenda Item #14 - Chairman's Report**

None.

### **Agenda Item #15 – Executive Director's Report**

The Executive Director thanked the committee for understanding the need for a staff bonus. The 2023 Budget will be presented at the October Board meeting. Health insurance has increased by 9%, however there will be no increase to employee nor decrease in benefits. The AAAPP will bear the increase in cost this year will be the last year that the AAAPP will provide support. The AAAPP has concerns about the Pinellas Opportunity Council continuation of their contract to provide chore services. The AAAPP will be

attending the Regional SE4A conference next week 10 persons will be attending. The ADRC Director and the Director of Program Accountability will be presenting at this conference.

**Agenda Item #16 - Committee Member's Comments**

Judge Jirotko informed that he will not be available during the first week of October. Director Chris Comstock expressed his appreciation for all the work being done by the Finance Team.

**Agenda Item #17 - Adjourn**

There being no other items for discussion the meeting adjourned at 10:22 a.m.

Respectfully submitted,

David Alvarez, Chair

Virginia Joseph  
Recording Secretary

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date