

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
April 6, 2023**

Committee Members Present

Chair David Alvarez
Chris Comstock
Judge George Jirotko
Paula O'Neil, PhD

Committee Members Not Present

None

Others Present

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 April 6, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:30 a.m.

Agenda Item #2 - Public Meeting Notice

Ms. Paula Moore announced the meeting was publicly noticed.

Agenda Item #3 - Roll Call

Chair David Alvarez called the roll, a quorum of committee members was present.

Agenda Item #4 - Approval of Minutes

Chair Alvarez presented the last meeting minutes of March 9, 2023. Dr. Paula O'Neil highlighted a correction to the minutes, under Committee Members Present: which read Paula O'Neil, should read Paula O'Neil, PhD and page 3, Agenda Item #14 – Executive Director's Report, line 1 which reads: "Ms. Paula O'Neil" should read as "Dr. Paula O'Neil".

The correction to the minutes was noted. Considering the corrections to the minutes Mr. Chris Comstock made a motion to approve the Finance Committee minutes of March 9, 2023. Dr. Paula O'Neil seconded. None opposed, motion carried.

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

None.

Agenda Item #6 - AAAPP Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date February 28, 2023. There were questions on long term lease liability and cash movement on investment. Ms. Paula Moore addressed the questions. Judge Jirotko made a motion to recommend taking the AAAPP Unaudited Statement of Financial Position year to date February 28, 2023, to the Board of Directors for approval with changes as discussed. Dr. Paula O'Neil 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 year to date February 28, 2023. There were questions on (1) if was possible to present current month financial reports and current month minutes at Committee and Board meetings; (2) budget versus actual salaries and fringe benefits being 36% and 5%, respectively below. Both Judge George Jirotko and Ms. Paula Moore addressed the questions. (1) the timeline to prepare and process billing runs throughout the following month and is finalized as of the 25th. Monthly financials are prepared as quickly as possible to be mailed out a week before the Finance Committee. (2) the budgeted salary is presented on a straight-line monthly basis. Salaries were increased for positions to be filed in January but were delayed. Benefits were projected with retirement contributions delayed for new positions. Dr. Paula O'Neil made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date February 28, 2023, 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 February 28, 2023. There was a question of the Veterans waitlist. Ms. Paula Moore addressed this question. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date February 28, 2023, to the Board of Directors for approval. Mr. Chris Comstock seconded. None opposed, motion carried.

Agenda Item #9 – Surplus (Deficit) Report

Ms. Paula Moore presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date February 28, 2023. Judge George Jirotko made a motion to recommend taking the Surplus (Deficit) Report Year to Date February 28, 2023, to the Board of Directors for approval. Dr. Paula O'Neil seconded, none opposed, motion carried.

Agenda Item #10 - Investment Management and Advisory Services

Ms. Paula Moore reported that the Agency met with UBS and the Pinellas Community Foundation respectively to discuss the investment policy. The funds have been transferred to both firms as directed. For information only, no action necessary.

Agenda Item #11 – Finance Team Staffing Changes

Ms. Paula Moore reported on staffing changes in the Finance Department noting that Ms. LaShanna Young Controller has resigned. The department is currently sourcing replacement for the following positions: Controller, Finance Administrative Assistant and Senior Accountant. The position of Senior Accountant will be filled by a current employee Ms. Zakiya Waller, Grant Accountant. The Grant Accountant position will be filled by another employee Ms. Edita Aly, Service Analysis. For information only, no action necessary.

Agenda Item #12 – Additional Item(s) for Discussion

None.

Agenda Item #13 - Chairman's Report

Chair Alvarez noted that absence of the Executive Director who was not able to attend the meeting.

Agenda Item #14 – Executive Director's Report

None.

Agenda Item #15 - Committee Member's Comments

Dr. Paula O'Neil commented that staff members should introduced themselves, indicating their names and position held when presenting at Committee and Board meetings.

Mr. Chris Comstock complimented the staff of the Agency on showing up for work, especially now, in an incredibly challenging workforce environment where employees are now leaning towards working from home. He also stated that he was pleased to hear that employees have opportunities for promotion within the Agency.

Agenda Item #16 - Adjourn.

There being no other items for discussion, the meeting adjourned at 10:15 a.m.

Respectfully submitted,

David Alvarez, Chair

Chair

Virginia Joseph
Recording Secretary

Date