

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
May 11, 2023**

**Committee Members Present**

Chair David Alvarez  
Chris Comstock  
Judge George Jirotko

**Committee Members Not Present**

Paula O'Neil, PhD (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 May 11, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:34 a.m.

**Agenda Item #2 - Public Meeting Notice**

Ms. Ann Marie Winter 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 April 6, 2023. Judge George Jirotko made a motion to approve the Finance Committee minutes. Mr. Chris Comstock 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 March 31, 2023. There were questions on long term lease liability, this was addressed by Ms. Paula Moore. Judge Jirotko made a motion to recommend taking the AAAPP Unaudited Statement of Financial Position year to date March 31, 2023, to the Board of Directors for approval with changes as discussed. Mr. Chris Comstock 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 March 31, 2023. Ms. Moore reported that the AAAPP budget was increased due to the additional revenue that was received which was not part of the Area Plan at the beginning of the year. There was discussion on the changes to the Board approved budget, whereby any changes/variances should be included as footnotes, indicating what was changed from the Board approved budget. Ms. Moore will revise the statement and include the increases as footnotes to the Board approved budget. Mr. Chris Comstock made a motion to recommend taking the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual year to date March 31, 2023,

including footnotes highlighting the additional revenue as discussed to the Board of Directors for approval. Judge George Jirotko seconded, none opposed, motion 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 March 31, 2023. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date March 31, 2023, to the Board of Directors for approval. Mr. Chris Comstock 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 March 31, 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. Mr. Chris Comstock seconded, none opposed, motion carried.

**Agenda Item #10 - Additional Item(s) for Discussion**

None.

**Agenda Item #11 - Chairman’s Report**

None.

**Agenda Item #12 – Executive Director’s Report**

The Executive Director reported that a summary of the Annual Luncheon logistics will be sent via email to all Board and Advisory Council members.

**Agenda Item #13 - Committee Member's Comments**

Mr. Chris Comstock reported that he will be out of state for the month of June and will not attend the Board and Finance Committee meetings.

**Agenda Item #14 - Adjourn.**

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

Respectfully submitted,

David Alvarez, Chair

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Chair

Virginia Joseph  
Recording Secretary

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Date