

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
April 7, 2022**

Committee Members Present

Harriet Crozier
Chris Comstock
Judge George Jirotka

Committee Members Not Present

David Alvarez, Chair (Excused)
Camille Hernandez (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

Agenda Item #1 - Call to Order

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday April 7, 2022 via Microsoft Teams. Ms. Harriet Crozier called the meeting to order at 9:34 a.m. in the absence of Chair David Alvarez.

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, a quorum of committee members was present.

Agenda Item #4 - Approval of Minutes

Ms. Harriet Crozier presented the last meeting minutes of March 3, 2022, and asked if there were any questions or comments, there were none. Judge George Jirotka made a motion to approve the March 3, 2022, Finance Committee meeting 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 February 28, 2022. There were no questions nor comments. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statements of Financial Position year to date February 28, 2022 to the Board for approval. Judge George Jirotka 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, 2022. There were questions on 100% plus variations and the large amount of in-kind donations. This was addressed by Ms. Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date February 28, 2022 to the Board of Directors for approval. Judge George Jirotka 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, 2022. Ms. Paul Moore reported that as per the request of Chair David Alvarez at the March 3, 2022 Finance Committee meeting, the prior year and month was added to the statement to reflect the variances from year to year. There was a comment about the 100% variance and to include the word "Actual" under Year to Date in the statement and (2) variances beyond 100% to include a note for explanation purposes. Ms. Moore informed that a note will be added to explain the variance. Judge Jirotka made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date February 28, 2022 to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #9 – Surplus(Deficit) Report

Ann Marie Winter, Executive Director presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year to Date February 28, 2022. There were discussion and comments. Judge George Jirotka made a motion to recommend taking the Surplus (Deficit) Report Year to Date February 28, 2022 to the Board of Directors for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #10 – NetSuite Accounting System Implementation

Ms. Paula Moore, CFO announced that the Finance Team went live on March 1, 2022, completed a full month using NetSuite. now working on allocations and reports, implementation process for general ledger ends on April 12th, working directly with consultants to create our reports that are required and to create allocations for all employees. Staff is adjusting very well to the new system. For information only, no action necessary.

Agenda Item #11 - Item(s) for Discussion

None.

Agenda Item #12 - Chairman’s Report

None.

Agenda Item #13 – Executive Director’s Report

The Executive Director reported that Fiscal year ends December 31, 2022 and staff and auditor on track to present 2021 Audit at June Finance Committee meeting. Board approved Investment Policy the next step is to issue an RFI for a Money Manager. The RFI will be issued after the Audit and the Board Retreat. On the issue of expenditures, the AAAPP have been approached at the CEO and Board level on the issue of unit rates and the AAAPP will be meeting with three key providers to discuss.

Agenda Item #14 - Committee Member's Comments

None.

Agenda Item #15 - Adjourn

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

Respectfully submitted,

David Alvarez, Chair

Virginia Joseph
Recording Secretary

Chair

Date