

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
November 3, 2022**

**Committee Members Present**

Harriet Crozier  
Chris Comstock  
Judge George Jirotko  
Commissioner Christina Fitzpatrick

**Committee Members Not Present**

Chair David Alvarez (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 November 3, 2022, via Microsoft Teams. Ms. Harriet Crozier called the meeting to order at 9:30 a.m. The meeting was chaired by Ms. Crozier 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 October 6, 2022, and asked if there were any questions or comments, there were none. Mr. Chris Comstock made a motion to approve the Finance Committee minutes of October 6, 2022. Judge George Jirotko 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 September 30, 2022. There was a question on the significant amounts of variations. This was addressed by Ms. Paula Moore and Ms. Ann Marie Winter. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Financial Position year to date September 30, 2022, to the Board for approval. 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 September 30, 2022. Ms. Paula Moore informed us that the VOCA and COVID Programs had ended. There were comments and questions which were 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 September 30, 2022, to the Board of Directors for approval. Commissioner Christina Fitzpatrick 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 September 30, 2022. There was a question about the increase in professional and legal fees. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date September 30, 2022, to the Board 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 September 30, 2022. For ease of reference there was a request to include a page of the acronyms in the meeting documents. Mr. Chris Comstock made a motion to recommend taking the Surplus (Deficit) Report Year to Date September 30, 2022, to the Board of Directors for approval. Commissioner Christina Fitzpatrick seconded, none opposed, motion carried.

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

Ms. Ann Marie Winter, Executive Director, presented one additional respondent to the RFI. The company UBS, Inc. The Committee agreed that in the absence of the committee Chair Alvarez this agenda item will be tabled at the January 2023 Finance Committee meeting and to re-open the RFI period to mid December 2022 to allow for any additional responses. Judge George Jirotko made a motion to approve the above agreement. Commissioner Christina Fitzpatrick seconded, none opposed, motion was carried.

**Agenda Item #11 –Finance Committee Meetings for 2023**

Ms. Ann Marie Winter, AAAPP Executive Director presented the Finance Committee Meeting Schedule for 2023. There will be held on the first Thursday of the month except March, May, August, and November. Meetings in these months will be held on the second Thursday of the month to allow time to prepare accurate financial statements for the previous reporting period. For information only, no action necessary.

**Agenda Item #12 - Item(s) for Discussion**

None.

**Agenda Item #13 - Chairman’s Report**

Ms. Harriet noted this was Commissioner Christina Fitzpatrick’s last meeting of the committee, thanked her for being part of the committee and which her greatness on her path ahead.

**Agenda Item #14 – Executive Director’s Report**

The Executive Director thanked Ms. Crozier for chairing the meeting. Thanked Committee members for their leadership, support, and guidance. Thanked Commissioner Christina Fitzpatrick for being an engaging Pasco County representative on the Board and the Finance Committee. Ms. Winter gave a brief update on the ARP funding issue. For information only, no action necessary.

**Agenda Item #15 - Committee Member’s Comments**

Mr. Chris Comstock thanked Ms. Ann Marie Winter, Executive Director, Ms. Paula Moore, Chief Financial Officer, and staff for their support during such intense and challenging financial meetings. Complimented the staff for ensuring that the financial changes were easy to understand by committee members and the Board.

**Agenda Item #16 - Adjourn**

There being no other items for discussion, the meeting adjourned at 10:14 a.m.

Respectfully submitted,

David Alvarez, Chair

Virginia Joseph  
Recording Secretary

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Chair

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Date