

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
September 7, 2023**

Committee Members Present

Chair David Alvarez
Chris Comstock

Committee Members Not Present

Judge George Jirotko
Dr. Paula O'Neil, PhD

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
Paula Taylor, Finance Administrative 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 7, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:30 am.

Agenda Item #2 - Public Meeting Notice

Ann Marie Winter announced the meeting was publicly noticed.

Agenda Item #3 - Roll Call

Ann Marie Winter called the roll; a quorum of committee members was present.

Agenda Item #4 - Approval of Minutes

Chair Alvarez presented the last Finance Committee Meeting minutes of August 10, 2023. Chris Comstock made a motion to approve minutes. Chair Alvarez seconded the motion. None opposed, motion carried.

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

One item was added. The Executive Committee met on September 6, 2023, and asked the Finance Committee to review and discuss providing a bonus to all AAAPP staff.

Staff recommended that \$33,000 be set aside from the Agency's unrestricted net assets to provide a \$500 bonus to all eligible staff as of October 1, 2023. Chris Comstock made a motion to approve. Chair Alvarez seconded the motion. None opposed, motion carried.

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

Paula Moore, CFO, presented the Unaudited Statement of Financial Position report dated August 31, 2023. Discussion followed regarding the presentation of Restricted and Unrestricted Donations and deferred revenue. Chris Comstock made a motion to approve. Chair Alvarez seconded. None opposed, motion carried.

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

Paula Moore, CFO, presented the Unaudited Statement of Revenue and Expense Budget vs Actual Reports, August 31, 2023. Chris Comstock made a motion to approve. Chair Alvarez seconded the motion. None opposed, motion carried.

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

Paula Moore, CFO, presented the Unaudited Statement of Activities and Changes in Net Assets report, dated August 31, 2023. Chris Comstock made the motion to approve. Chair Alvarez seconded the motion.

Agenda Item #9 - Surplus/(Deficit) Report

Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for August 31, 2023, was presented. Chris Comstock made a motion to recommend taking the Surplus/(Deficit) report year to date August 31, 2023, to the Board of Directors for approval. Chair Alvarez seconded the motion. None opposed, motion carried.

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

None.

Agenda Item #11 - Chairman's Report

No report.

Agenda Item #12 - Executive Director's Report

Ann Marie Winter informed the Finance Committee that a contract for Alzheimer's Association was not issued as of July 1, 2023. The AAAPP is in the process of negotiating a settlement agreement with DOEA to provide for the July funding for the Alzheimer's Association's July expenditures. Ms. Winter also reported that there was no damage to the Agency during Hurricane Idalia. She also discussed the conversation she had with the Secretary who asked her to identify needs related to the hurricane.

Agenda Item #13 - Committee Members Comments

Chris Comstock commended Jason Martino's and the Executive Director's work during Hurricane Idalia.

Agenda Item #14 - Adjourn

There being no other items for discussion, the meeting adjourned at 10:18 am.

Respectfully submitted,

David Alvarez, Chair

Chair

Paula Taylor
Recording Secretary

Date