

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
August 10, 2023**

Committee Members Present

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

Committee Members Not Present

None

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 August 10, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:31 a.m.

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 June 30, 2023. Judge Jirotko made a motion to approve the minutes. Chris Comstock seconded. None opposed, motion carried.

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

Ann Marie Winter noted that the Surplus/Deficit report was sent showing the March report. The June report was sent via email by Virginia Joseph to all Committee members on Thursday, August 10, 2023.

Agenda Item #6 – Introduction of Paula Taylor

Paula Moore introduced the new Finance Administrative Assistant, Paula Taylor, who will be the administrative liaison for the AAAPP Board's Finance Committee.

Agenda Item #7 – 2022 Draft Financial Statements and Compliance Audit Reports

Paula Moore, CFO, presented the 2022 Draft Financial Statements and Compliance Audit Reports, December 31, 2022. No material changes to the document were made. The presentation of Donor Restricted Donations was updated on the statements and notes as per the request of the Committee.

Agenda Item #8 - Unaudited Statements of Financial Position

Paula Moore, CFO presented the Unaudited Statement of Financial Position, June 30, 2023. Judge Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date June 30, 2023, to the Board of Directors for approval. Dr. Paula O'Neil seconded. None opposed, the motion was carried.

Agenda Item #9 - Unaudited Statement of Activities and Changes in Net Assets

Paula Moore, CFO presented the AAAPP Unaudited Statement of Activities and Changes in Net Assets for the year-to-date June 30, 2023. Ms. Moore addressed questions from Chris Comstock regarding line items. Mr. Comstock made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date June 30, 2023, to the Board of Directors for approval. Judge Jirotko seconded. None opposed, motion carried.

Agenda Item #10 – Unaudited Statement of Revenue and Expense Budget v Actual

Paula Moore, CFO presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date June 30, 2023. Judge Jirotko made a motion to recommend taking the Surplus (Deficit) Report Year to Date June 30, 2023, to the Board of Directors for approval. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #11 – Surplus/(Deficit) Report

Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for June 30, 2023, was presented. Judge George Jirotko made a motion for the approval of the Surplus/(Deficit) report. Chris Comstock seconded the motion, none opposed, motion carried.

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

None.

Agenda Item #13 - Chairman's Report

Chair David Alvarez asked about the status of the investment process. Ann Marie Winter gave an update on status.

Agenda Item #14 – Executive Director's Report

Ann Marie Winter reported that August 10th was Virginia Joseph's last day with the agency. Nora Fitzpatrick will be her replacement. Ms. Winter expressed appreciation for the partnership and for the outstanding work Gulf Coast Jewish Family and Community Services performed in taking on the Interim Lead Agency role in Pasco County. Their service will end in August as a New Lead Agency will be submitted to the Board of Directors at their August meeting to close the RFP process for a New Lead Agency.

Agenda Item #15 - Committee Member's Comments

The Committee wished Virginia a fond farewell.

Agenda Item #16 - Adjourn.

There being no other items for discussion, the meeting adjourned at 10:13 am.

Respectfully submitted,

David Alvarez, Chair

Chair

Paula Taylor
Recording Secretary

Date