

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
November 4, 2021**

**Committee Members Present**

Camille Hernandez (Chair)  
Chris Comstock  
David Alvarez  
Judge George Jirotko

**Committee Members Not Present**

Harriet Crozier (excused)

**Others Present**

Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas  
Virginia Cruz, 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 November 4, 2021, via Microsoft Teams. Chair Camille Hernandez called the meeting to order at 9:32 a.m.

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

Ms. Paula Moore announced the meeting was publicly noticed.

**Agenda Item #3 - Roll Call**

Ms. Paula Moore called the roll, a quorum of committee members was present.

**Agenda Item #4 - Approval of Minutes**

Chair Camille Hernandez presented the last meeting minutes of October 7, 2021, and asked if there were any questions or comments, there were none. Judge George Jirotko made a motion to approve the October 7, 2021, Finance Committee meeting minutes. Mr. David Alvarez 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, 2021. There was a question on the three payrolls for the month of September. Ms. Moore addressed this. There being no further questions nor comments Mr. David Alvarez made a motion to recommend taking the Unaudited Statement of Financial Position year to date September 30, 2021, to the Board for approval. Judge George Jirotko 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, 2021. There were questions on what was included in miscellaneous items and the expected surpluses for the coming months. Ms. Moore addressed this. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date September 30, 2021, to the Board of Directors for approval. Mr. Chris Comstock 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, 2021. There were no questions nor comments. Mr. David Alvarez made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date September 30, 2021, to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

**Agenda Item #9 - Surplus/(Deficit) Report**

Ms. Paula Moore presented Surplus/(Deficit) Report for September 30, 2021. Mr. Chris Comstock made a motion to recommend taking the September 30, 2021, Surplus/(Deficit) Report to the Board of Directors as presented for approval. Mr. David Alvarez seconded. None opposed, motion was carried.

**Agenda Item #10 – NetSuite Accounting System Implementation**

Ms. Paula Moore, Chief Finance Officer provided an update on the new accounting software implementation process. Ms. Moore informed that the Finance Team was ready to start working on template needed to import the Agency’s chart of accounts. The Team trainings in the NetSuite Learning Module has started. Currently training on administration, general ledger, accounts receivables, accounts payables are scheduled. Logins and accounts have been setup for the lead implementation staff There were questions and discussion on reviewing of current policies and procedures against more technical advances and on best practices. Information only, no action necessary.

**Agenda Item #11 – Finance Committee Meetings for 2022**

Ms. Paula Moore, Chief Financial Officer presented the Finance Committee meeting schedule for 2022. The next Finance Committee meeting will be held on January 6, 2022. For information only, no action necessary.

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

None.

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

Chair Hernandez wished committee members a Happy Thanksgiving and a bright Christmas.

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

Judge Jirotko wished everyone Happy Holidays.

**Agenda Item #14 - Adjourn**

There being no other items for discussion the meeting adjourned at 10:09 a.m.

Respectfully submitted,

Camille Hernandez, Chair

Virginia Cruz  
Recording Secretary

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Chair

\_\_\_\_\_  
Date