

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
September 5, 2024**

**Committee Members Present**

David Alvarez (Chair)  
Anne Corona  
Lisa Shippy Gonzalez

**Others Present**

Kristina Jalazo, VP of Finance, Area Agency on Aging of Pasco-Pinellas  
Bill Barone, Controller, Area Agency on Aging of Pasco-Pinellas  
Nora Fitzpatrick, 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, September 5, 2024, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:30 a.m.

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

Ms. Kristina Jalazo announced the meeting was publicly noticed.

**Agenda Item #3 - Roll Call**

Ms. Kristina Jalazo called the roll. A quorum of committee members was present.

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

Chair David Alvarez presented the last meeting minutes of the August 2024 meeting, and asked if there were any questions or comments. There were none. Ms. Lisa Shippy-Gonzalez made a motion to approve the September 5, 2024 Finance Committee meeting minutes. Ms. Anne Corona seconded. None opposed, motion carried.

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

None.

**Agenda Item #6 – Area Plan Contract Module for FY2025**

Ms. Kristina Jalazo, Vice President of Finance, presented the FY2025 Area Plan Contract Module. Ms. Lisa Shippy-Gonzalez made a motion to recommend taking the FY2025 Area Plan Contract Module to the Board of Directors. Ms. Anne Corona seconded. None opposed, motion carried.

### **Agenda Item #7 – AAAPP Budget for Fiscal Year 2025**

Ms. Kristina Jalazo, Vice President of Finance, presented the AAAPP Budget for Fiscal Year 2025. Ms. Lisa Shippy-Gonzalez made a motion to recommend taking the Motion to recommend taking 1) the Area Plan budget for FY 2025, 2) 3% in merit increases in staff salaries effective October 1, 2024, and 3) 1% additional salary increase for staff at or below 10% of the mid-range for their position to the Board of Directors for approval. Ms. Anne Corona seconded. None opposed, motion carried. Ms. Lisa Shippy-Gonzalez moved to approve the \$500 bonus for staff that are salary capped. Ms. Anne Corona seconded. None opposed, motion carried.

### **Agenda Item #8 – AAAPP Unaudited Statement of Financial Position**

Ms. Kristina Jalazo, Vice President of Finance, presented AAAPP's unaudited Statement of Financial Position through July 31, 2024 to the Finance Committee. Ms. Anne Corona made the motion to recommend taking the statement to the Board of Directors for approval and Ms. Lisa Shippy Gonzalez seconded. None opposed, motion carried.

### **Agenda Item #9 - AAAPP Unaudited Statement of Revenue and Expense**

Ms. Kristina Jalazo, Vice President of Finance, presented the Unaudited Statement of Revenue and Expense, year-to-date through July 31, 2024. Ms. Anne Corona made the motion to recommend taking the statement to the Board of Directors for approval and Ms. Lisa Shippy Gonzalez seconded. None opposed, motion carried.

### **Agenda Item #10 - AAAPP Unaudited Statement of Activities and Changes in Net Assets**

Ms. Kristina Jalazo, Vice President of Finance, presented the Unaudited Statement of Activities and Changes in Net Assets year-to-date through July 31, 2024. Ms. Anne Corona made the motion to recommend taking the statement to the Board of Directors for approval and Ms. Lisa Shippy Gonzalez seconded. None opposed, motion carried.

### **Agenda Item #11 - Surplus/(Deficit) Report**

Ms. Kristina Jalazo, Vice President of Finance, presented the Surplus/Deficit Report year-to-date through July 31, 2024. Ms. Anne Corona made the motion to recommend taking the statement to the Board of Directors for approval and Ms. Lisa Shippy Gonzalez seconded. None opposed, motion carried.

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

Ms. Kristina Jalazo, Vice President of Finance, informed the Committee about a fraudulent check for \$54K that was cashed.

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

None

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

None

**Agenda Item #15 – Executive Director’s Report**

None

**Agenda Item #16 - Committee Member's Comments**

None.

**Agenda Item #17 - Adjourn**

There being no other items for discussion, the meeting adjourned at 10:32 a.m.

Respectfully submitted,

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Nora Fitzpatrick  
Recording Secretary

\_\_\_\_\_  
David Alvarez, Chair

Date: \_\_\_\_\_