

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
October 5, 2023**

Committee Members Present

David Alvarez (Chair)
Chris Comstock
Judge George Jirotko
Dr. Paula O'Neil

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
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, October 5, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:30 am.

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

Chair David Alvarez presented the last meeting minutes of August, and asked if there were any questions or comments, there were none. Chris Comstock made a motion to approve the August 10, 2023, Finance Committee meeting minutes. 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 – Draft of the 2022 Form 990 Return of Organization Exempt from Income Tax

Ms. Paula Moore, Chief Financial Officer, presented the Draft of the 2022 Form 990 Return of Organization Exempt from Income Tax. Ms. Moore asked the auditor to have the document prepared for the finance committee to review before the October Board meeting. Chair David

Alvarez asked that staff provide a list of changes from last year to this year. Dr. Paula O'Neil made the motion to recommend taking the draft document to the Board for approval and Judge George Jirotko seconded. None opposed, motion carried.

Agenda Item #7 - AAAPP Unaudited Statement of Financial Position

Ms. Paula Moore presented the Unaudited Statement of Financial Position year-to-date through August 31, 2023. Chris Comstock made the motion to recommend taking the statement to the Board of Directors and Dr. Paula O'Neil seconded. None opposed, motion carried.

Agenda Item #8 - AAAPP Unaudited Statement of Revenue and Expense Budget vs. Actual

Ms. Paula Moore presented the Unaudited Statement of Revenue and Expense Budget vs. Actual year-to-date through August 31, 2023. Chris Comstock made the motion to recommend taking the statement to the Board of Directors and Dr. Paula O'Neil seconded. None opposed, motion carried.

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

Ms. Paula Moore presented the Unaudited Statement of Activities and Changes in Net Assets year-to-date through August 31, 2023. Judge George Jirotko made the motion to recommend taking the statement to the Board of Directors and Chris Comstock seconded. None opposed, motion carried.

Agenda Item #10 - Surplus/(Deficit) Report

Ms. Paula Moore presented the Unaudited Statement of Activities and Changes in Net Assets year-to-date through August 31, 2023. Judge George Jirotko made the motion to recommend taking the report to the Board of Directors and Dr. Paula O'Neil seconded. None opposed, motion carried.

Agenda Item #11 — Investment Recommendation

Ms. Paula Moore presented the Staff's recommendation to transfer \$900,000 to the Agency's investment accounts and provide \$200,000 to be set aside and distributed in grants to community partners, as per the Agency's Investment Policy. The grant process will launch in January 2024. After Committee discussion, Mr. Chris Comstock made the motion to take the recommendation to the Board of Directors and Dr. Paula O'Neil seconded. None opposed, motion carried.

Agenda Item #12 — Budget Approval Process

Ms. Paula Moore shared that beginning in 2024, the Area Plan Contract Module for PSA5 will be presented to the Finance Committee prior to the Board presentation. Ms. Moore also noted that Nora Fitzpatrick will provide administrative support to the committee while Paula Taylor is on leave.

Agenda Item #13 - Item(s) for Discussion

None.

Agenda Item #13 - Chairman's Report

None.

Agenda Item #14 — Executive Director's Report

Ann Marie Winter, Executive Director, thanked the members of the committee for their active engagement.

Committee Member's Comments

None.

Agenda Item #14 - Adjourn

There being no other items for discussion, the meeting adjourned at 10:30 a.m.

Respectfully submitted,

David Alvarez, Chair

Chair

Nora Fitzpatrick
Recording Secretary

Date: _____