

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

Committee Members Present

Chair David Alvarez
Chris Comstock
Judge George Jirotko

Committee Members Not Present

Harriet Crozier (Excused)

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
Virginia Joseph, 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 January 5, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:37 a.m.

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 Alvarez presented the last meeting minutes of November 3, 2022. Chair Alvarez asked if there were any questions or comments. Mr. Chris Comstock highlighted a correction to the minutes; ***on page 2, Agenda Item #13, the last line should read "the committee and wished... instead of the committee and which"***. The correction was noted. There being no other comments, Mr. Chris Comstock made a motion to approve the Finance Committee minutes of November 3, 2022. Judge George Jirotko seconded. None opposed, motion carried.

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

Mr. Chris Comstock noted that there were two financial statements for the period November 30 and October 31, 2022, for Agenda items 6, 7 and 8. He made a motion that the committee review the most current financial statements November 30, 2022 - Agenda Items 6A, 7A and 8A. The motion was seconded by Judge George Jirotko. None opposed, motion carried.

Agenda Item #6 – AAAPP Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date November 30, 2022. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Financial Position year to date November 30, 2022, to the Board for approval. Mr. Chris Comstock 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 November 30, 2022. There were questions and comments relating to current expenses compared to prior year expenses. Judge Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date November 30, 2022, 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 November 30, 2022. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date November 30, 2022, to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #9 – Surplus (Deficit) Report

Ms. Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date November 30, 2022. Mr. Chris Comstock made a motion to recommend taking the Surplus (Deficit) Report Year to Date November 30, 2022, to the Board of Directors for approval. Judge Jirotko seconded, none opposed, motion carried.

Agenda Item #10 - RFI Investment Management and Advisory Services

Ms. Ann Marie Winter, Executive Director, presented an updated matrix of RFI respondents which included Sabal Trust. The committee discussed the staff recommendations and selection of the respondents. Judge Jirotko made a motion to interview Seacoast Wealth Management, Pinellas Community Foundation, UBS and Sabal Trust. Mr. Chris Comstock seconded the motion. None opposed. The committee will interview respondents on January 31, 2023. Manning and Napier were not selected. The Executive Director will communicate to Manning and Napier of their non selection.

Agenda Item #11 –AAAPP ACRONYMS

Ms. Ann Marie Winter as per Judge George Jirotko’s request presented a list of AAAPP Acronyms. The list will be circulated to Board members at the upcoming Board of Directors meeting. For information only, no action necessary.

Agenda Item #12 - Item(s) for Discussion

None.

Agenda Item #13 - Chairman’s Report

None.

Agenda Item #14 – Executive Director’s Report

None.

Agenda Item #15 - Committee Member’s Comments

None.

Agenda Item #16 - Adjourn

There being no other items for discussion, the meeting adjourned at 10:47a.m.

Respectfully submitted,

David Alvarez, Chair

Chair

Virginia Joseph
Recording Secretary

Date