

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
June 3, 2021**

Committee Members Present

Camille Hernandez, Chair
Chris Comstock
Harriet Crozier
Judge George Jirotko

Committee Members Not Present

David Alvarez (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
LaShanna Young, Controller, Area Agency on Aging of Pasco-Pinellas
David Hochsprung, CPA Cavanaugh & Co. LLC
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 June 3, 2021 via Microsoft Teams. Chair Camille Hernandez called the meeting to order at 9:30 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 Camille Hernandez presented the last meeting minutes and asked if there were any questions or comments and there were none. Ms. Harriet Crozier made a motion to approve the May 6, 2021 Finance Committee Meeting Minutes. Judge George Jirotko seconded. None opposed, motion carried.

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

None.

Agenda Item #6 — 2020 Draft Financial Statements and Compliant Audit Reports

Mr. David Hochsprung CPA Cavanaugh & Co LLC presented the 2020 Draft Financial Statements and Compliant Audit Reports. Mr. David Hochsprung highlighted the Statement of Financial Position the Due from Grantors and Due to Sub Recipient, Deferred Rent which will be amortized and reduced over time. There were questions on (1) what was Mom Meals Pilot (2) Due to Subrecipients, whether ongoing or timing and (3) the reason for drop in In-Kind Donations. This was addressed by Ms. Ann Marie Winter and Ms. Paula Moore. There being no further questions nor comments, Judge George Jirotko made a motion to recommend taking the 2020 Draft Financial Statements and Compliant Audit Reports to the Board of Directors for approval. Ms. Harriet Crozier seconded. None opposed, motion carried.

Chair Hernandez thanked Mr. Hochsprung for his presentation. Ms. Winter thanked Mr. Eric Fontana and his team who assisted the Agency and the Finance Team for their hard work. In the absence of committee member Mr. David Alvarez, the Executive Director will introduce Mr. David Hochsprung to review the Audit Report with Mr. Alvarez.

Agenda Item # 7 - Area Agency on Aging Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date April 30, 2021. There was a question on whether there was a point if cash gets too high that the Agency would be in violation or whether there was any specific amount that were allowed to exceed. This was addressed by Ms. Ann Marie Winter. There being no other comments or questions Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Financial Position year to date April 30, 2021 to the Board for approval. Ms. Harriet Crozier seconded, none opposed, motion carried.

Agenda Item #8 — 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 April 30, 2021. There were no questions nor comments. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date April 30, 2021 to the Board of Directors for approval. Ms. Harriet Crozier seconded. None opposed, the motion was carried.

Agenda Item #9 - 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 April 30, 2021. There were no questions nor comments. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date April 30, 2021 to the Board for approval. Ms. Harriet Crozier seconded, none opposed, motion carried.

Agenda Item #10 — Surplus/(Deficit) Report

Ms. Ann Marie Winter presented Surplus/(Deficit) Report for April 30, 2021. There were no questions or comments. Judge George Jirotko made a motion to recommend taking the April 30, 2021 Surplus/(Deficit) Report to the Board of Directors as presented for approval. Mr. Chris Comstock seconded. None opposed, motion was carried.

Agenda Item #11 – Proposed FY 2021-2022 Allocations for Board Acceptance of Funding

Ms. Paula Moore, Chief Financial Officer reported that the Department of Elder Affairs informed the Agency to use its current General Revenue Allocations for the 2021-2022 Contracts as presented. The Federal Serving Health Insurance Needs of Elders (SHINE), Older Americans Act (OAA) and 2020 Carryforward allocations are detailed by funding and program. Judge George Jirotko made a motion to recommend taking the Proposed FY 2021-2022 Allocations to the Board to accept funding. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #12 – Accounting System Procurement

Ms. Paula Moore, Chief Financial Officer informed that the Agency has recognized the need to improve its accounting system functionality and improve the manual processes to aid in, and enhance the speed of collecting data, provide analytics and reporting effectively. Therefore, the Agency is preparing to procure an accounting system. The current system does not fully serve the purpose in grant reporting, cash flow and other financial activities. The Agency is currently sourcing proposals for a new accounting system to provide more accounting information in a quicker and shorter space of time. There were questions on the timeframe for proposals responses and whether the Agency has liaised with other CPA firms or Agency for feedback on their system's implementation or recommendation of a new system. For information only, no action necessary.

Agenda Item #13 - Item(s) for Discussion

None.

Agenda Item #14 – Chairman’s Report

Chair Hernandez thanked Ms. Winter and MS Moore for a job well done.

Agenda Item #15 — Executive Director's Report

None.

Agenda Item #16 — Committee Member's Comments

Mr. Chris Comstock commented that he appreciated the new format of the Audit presented by Mr. Hochsprung which was easy to comprehend.

Agenda Item #17— Adjourn

There being no other items for discussion the meeting adjourned at 10:48 a.m.

Respectfully submitted,

Camille Hernandez, Chair

Virginia Cruz
Recording Secretary

Chair

Date