

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
MAY 6, 2021**

**Committee Members Present**

Camille Hernandez, Chair  
Chris Comstock  
David Alvarez  
Harriet Crozier  
Judge George Jirotko

**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  
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 May 6, 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. Mr. David Alvarez 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 — Area Agency on Aging Unaudited Statement of Financial Position**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date March 31, 2021. There were no questions or comments. Judge George Jirotko made a motion to recommend taking the Unaudited Statement of Financial Position year to date March 31, 2021 to the Board of Directors for approval. Mr. David Alvarez seconded. None opposed, the motion was 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 March 31, 2021. Ms. Moore informed that the statement was updated as per the recommendations of the April 8, 2021 Finance Committee meeting. There were questions and discussions which ensued on the current year annual budget; the percentage annual budget compared to percentage actual to monthly budget; the actual funding compared to the higher than planned cumulative monthly budget; Committee meeting of April 8, 2021 motion (#1) was made in relation to Agenda Item #7, this was not brought through to Agenda Item #7 of the May 6, 2021. Requested that

the actual year to date and the prior year be included, instead of prior and current year annual budget. Chair Hernandez suggested that Director Alvarez meet with the Executive Director and Chief Financial Officer to more accurately understand the presentation of the statement.

Mr. David Alvarez made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs actual year to date March 31, 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 March 31, 2021. There was a question on pass through dollars to providers, this was addressed by Ms. Paula Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date March 31, 2021 to the Board for approval. Ms. Harriet Crozier seconded, none opposed, motion carried.

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

Ms. Ann Marie Winter presented Surplus/(Deficit) Report for March 31, 2021. There were no questions or comments. Ms. Harriet Crozier made a motion to recommend taking the March 31, 2021 Surplus/(Deficit) Report to the Board of Directors as presented for approval. Judge George Jirotko seconded. None opposed, motion was carried.

**Agenda Item #10 – Item(s) for Discussion**

None.

**Agenda Item #11 – Chairman’s Report**

Chair Hernandez stated she was happy to have Director Alvarez on the committee. She thanked Harriet Crozier for chairing the last Committee meeting in her absence.

**Agenda Item #12 — Executive Director's Report**

Ms. Winter informed that legislative session has ended. The State has appropriated more funding for seniors. The Agency will be receiving more funding. There were no decreases in the Agency’s appropriations.

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

Mr. Alvarez suggested that thank you notes should be sent to specified persons in Tallahassee who has supported the Agency. The Executive Director will wait until the budget is signed. Chair Hernandez suggested that a coffee invite to Senator Simpson to meet and greet with the Board would be a good gesture to show the face and place of who we are.

**Agenda Item #14 — Adjourn**

There being no other items for discussion the meeting adjourned at 10:24 a.m.

Respectfully submitted,

Camille Hernandez, Chair

Virginia Cruz  
Recording Secretary

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Chair

Date