

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
March 07, 2018

Committee Members Present:

Linda Lee (Chair)
Harriet Crozier
Elithia Stanfield

Committee Members Not Present:

Commissioner Mike Wells
Barbara Sheen Todd

Others Present:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Kathy Carleton, CFO, Area Agency on Aging of Pasco-Pinellas
Brenda Black, Administrative Secretary (Recorder), 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 Wednesday, March 07, 2018 by tele-conference at the Area Agency on Aging of Pasco-Pinellas, 9549 Koger Blvd., Suite 100, St. Petersburg, FL. Chair Linda Lee called the meeting to order at 9:33 a.m.

Agenda Item # 2 – Public Meeting Notice

Chair Lee announced the meeting was publicly noticed.

Agenda Item # 3 – Roll Call

Ms. Katherine Carleton called the roll and a quorum of committee members were present.

Agenda Item # 4 – Approval of Minutes

Chair Lee 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 November 02, 2017 meeting minutes. Ms. Elithia Stanfield seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 5 – Addenda Item (s) or any other Item (s) requiring Board Discussion

None.

Agenda Item # 6 – Area Agency on Aging Financial Status

Ms. Kathy Carleton presented the January 31, 2018 financial statement with an explanation of variances. Ms. Elithia Stanfield made a motion to take the January, 2018 financial statement to the Board of Directors for approval. Ms. Harriet Crozier seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 7 – Item for Discussion

Ms. Katherine Carleton presented two items for discussion as follows:

- A. CARES, Inc. which Ms. Carleton stated has a projected deficit in CCE of \$249,184 and in ADI of \$129,903. Ms. Carleton stated that staff are monitoring these projected deficits closely and will continue to work to ensure the PSA does not go over the budget in either program. Ms. Carleton also stated that there were no new clients being picked up in Pasco County until CARES resolves the deficits. Ms. Carleton stated that the CCE deficits were mainly due to the large number of Adult Protective Services (APS) referrals. She also stated that the AAAPP needs to review its Funding Formula, and that CARES will need to re-evaluate their Care Plan Costs. Ms. Carleton also stated that the APS cost last year was 670k. There were several questions which Ms. Carleton addressed. It was also noted that a cost plan analysis would be conducted, the results of which would be brought back to the Committee at the next meeting. Staff also stated that this would be reported on at the next Board Meeting. Ms. Carleton stated that there was another issue involving CARES and Ms. Tawnya Martino was there to explain the issue. When Staff went for a yearly monitoring many file issues were identified. Ms. Martino, Ms. Carleton and Ms. Ann Marie Winter explained the issues and how they were being addressed by AAAPP. There were a few questions and comments to which staff addressed with the Committee. Information only, no action necessary.

- B. Neighborly Care Network which Ms. Carleton stated, due to the dismissal of the Executive Director, staff performed a review of the Executive Director's Salary for a three year period as well a review of travel expenditures for 2017. She stated the Annual Review shows that at least 17k were expended in travel for 2017, along with the Executive Director's base salary of 165k and another 100k awarded by the board at the end of the year. Ms. Carleton stated the review shows that the Executive Director sold \$165,003 of Paid Time Off in three years. Staff also noted that there were no issues in the services being provided to clients. There were a few questions and comments that were addressed by staff along with information regarding NCN's plans for moving forward with the position of the Executive Director. Information only, no action necessary.

Agenda Item # 8 – Chairman's Report

Chair Lee stated that members of the Committee need to present for meetings because attendance has been off for the last few meetings, and that she would also acknowledge this during the Board of Directors meeting on March 19, 2018.

Agenda Item # 9 – Executive Director's Report

None.

Agenda Item # 10 – Committee Member's Comments

None.

Agenda Item # 11 – Adjourn

There being no other items for discussion the meeting adjourned at 10:15 a.m.

Respectfully Submitted,

Linda Lee, Chair

Brenda Black
Recording Secretary

Date _____