

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
April 5, 2018**

Committee Members Present:

Linda Lee (Chair)
Barbara Sheen Todd
Commissioner Mike Wells

Committee Member Not Present

Harriet Crozier
Elithia Stanfield

Others Present:

Martha Lenderman, AAAPP Board Member

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Katherine Carleton, CFO, Area Agency on Aging of Pasco-Pinellas
Katherine Thomley/Virginia Cruz (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 Thursday April 5, 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 9:41 a.m.

Chair Lee suggested that in the case of a lack of a quorum an additional Board member could be authorized to act as a sitting Member of the Finance Committee. Ms. Ann Marie Winter stated that Robert's Rules would need to be checked before taking this to the Board for a vote.

Agenda Item # 2 – Public Meeting Notice

Chair Lee announced the meeting was publicly noticed.

Agenda Item # 3 – Roll Call

Ms. Ann Marie Winter 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. Commissioner Mike Wells made a motion to approve the March 7, 2018 meeting Minutes. Ms. Barbara Sheen Todd 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. Katherine Carleton presented the February 28, 2018 Financial Statement with an explanation of variances. Ms. Barbara Sheen Todd made a motion to take the February 2018 Financial Statement to the Board of Directors for approval as a stand-alone agenda item outside of the consent agenda. Commissioner Mike Wells 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, Ms. Tawnya Martino and staff conducted a cost analysis to determine the Care Plan cost per client per provider as CARES is consistently in deficit and to determine whether the Care Plan Cost was appropriate compared to that of the other lead agency, Gulf Coast Jewish Family & Community Services. Ms. Carleton reported the results did indicate that CARES Care Plan costs on average were higher than that of Gulf Coast's. The next step is to review files with the highest costs to determine whether the authorized services were appropriate at the levels they were approved by CARES. Ms. Carleton stated that CARES projected a deficit on all three of its general revenue programs (CCE, HCE and ADI) is \$200,000. Ms. Carleton stated that expenditures will be monitored and funds will be transferred between the lead agencies as necessary to avoid a deficit at the end of the grant year. AAAPP will continue its evaluation to identify CARES systemic problems and provide technical assistance in all our areas needed. There were discussions, questions and comments which staff addressed.

Ms. Ann Marie Winter explained that the plan is to review all CARES Care Plan costs. She stated that some of the CARES contracts are consistent with Gulf Coast's while some are over by 10%. Ms. Winter stated that our options to address this situation are to (1) Give CARES a higher allocation while ensuring that they work within that budget. (2) Hold all Pasco Vendor Contract Agreements as AAAPP already does in Pinellas County in order to monitor and control costs. Recommendations will be provided to the Finance Committee at the next month's meeting so a decision can be made and taken to the Board for approval. There were questions and comments which staff addressed.

- B. Neighborly Care Network which Ms. Winter stated a meeting was held on April 4, 2018 with Neighborly Care Network's Board Chair, Evelyn Bethell and Board Secretary, Neil Brickfield, AAAPP Board President, Mr. Chris Comstock, AAAPP's Attorney, Colleen Flynn, AAAPP staff Ann Marie Winter and Kathy Carleton to discuss the Executive Director's separation and compensation that was paid to the separated ED. Ms. Winter stated that a request was made for a

written guarantee that no AAAPP's funding provided under Title III was used to make these payments. Further, AAAPP conducted a financial review and three payroll action forms were identified that needed clarification on which funds were used to make those payments. These issues were presented at the meeting of 4/4/18 and NCN was given 2 weeks to provide a response, no later than 4/18/18. AAAPP is awaiting a response from Neighborly Care Network.

Ms. Winter also inquired whether there were any disclosures which AAAPP did not discover during the financial audit to voluntarily bring those to the attention of AAAPP no later than 4/18/18.

Agenda Item # 8 – Chairman Report

None

Agenda Item # 9 – Executive Director's Report

None

Agenda Item # 10 – Committee Member's Comments

Finance Committee members expressed their appreciation for the very intense work being done by Ms. Winter and her team, particularly on following up on issues discussed.

Ms. Winter thanked the Committee and guests for their support and guidance.

Commissioner Mike Wells informed the Committee that Mr. Gabriel Papadopoulos resigned from his position at Pasco County Community Services effective April 4, 2018. Ms. Kimberly Price will act in the interim.

Agenda Item # 11 – Adjourn

There being no other items for discussion the meeting adjourned at 10:33 a.m.

Respectfully submitted,

Linda Lee, Chair

Virginia Cruz
Recording Secretary

Katherine Thomley
Recording Secretary

Date _____