

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
May 7, 2018**

Committee Members Present:

Linda Lee (Chair)
Harriet Crozier
Elithia Stanfield

Committee Member Not Present

Barbara Sheen Todd
Paul McClintock

Others Present:

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Katherine Carleton, CFO, Area Agency on Aging of Pasco-Pinellas
Tawnya Martino, Director of Program Accountability, Area Agency on Aging of Pasco-Pinellas
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 Monday May 7, 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 am.

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. Ms. Elithia Stanfield made a motion to approve the April 5, 2018 meeting Minutes. Ms. Harriet Crozier seconded the motion. None opposed, motion carried.

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

Vendor Unit Rates for Pasco and Pinellas County.

Additional Material: Vendor Rates with average and CARE Comparison
Action Recommended: Motion to recommend taking to the Board of Directors

This item was tabled along with Agenda Item #8 as it related to the context of that agenda item.

Agenda Item# 6 – Area Agency on Aging Financial Status

Ms. Katherine Carleton presented the March 31, 2018 Financial Statement with an explanation of variances. Ms. Harriet Crozier made a motion to recommend taking the March 31, 2018 Financial Statement to the Board of Directors for approval. Ms. Elithia Stanfield seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 7 – Emergency Home Energy Assistance Program (EHEAP)

Ms. Katherine Carleton stated the AAAPP was informed by the Department that additional EHEAP funds in the amount of \$206,009 have been allocated with an extension of the contract period to September 30, 2020.

Ms. Harriet Crozier made a motion to recommend taking the additional EHEAP amount of \$206,009 to the Board of Directors for approval. Ms. Elithia Stanfield seconded the motion. None opposed, motion carried.

Agenda Item # 8 – Items for Discussion

A. CARES, Inc.

Ms. Martino referred to the CARES ongoing corrective action plan which was implemented by AAAPP to address the missing CARES files documentation and AAAPP's internal review for any potential payback.

Ms. Martino stated that an internal review was conducted by AAAPP which resulted in paybacks totaling \$33,544.41 for the fiscal years (2016/2017 - \$2,356.79) and (2017/2018 - \$31,187.62) for HCE, CCE and ADI Programs. Ms. Martino stated that since the fiscal year 2016/2017 ended June 30, 2017 a payback could not be applied to the current fiscal year therefore CARES will have to perform \$2356.79 in services during 2017-2018, and this will not be reimbursed. She stated further that in 2017/2018 there were case management time which were completed and not billed and so the remaining \$257.22 of case management time must be completed.

Ms. Martino reported that for services delivered by CARES during March 2017/2018 reimbursements for CCE will be reduced by \$18,431.10, ADI for April by \$10,855.56 and adjustments will be made in CIRTS to reflect the disallowed units.

There were discussions, questions and comments which the staff addressed.

B. Neighborly Care Network (NCN)

Ms. Katherine Carleton reported that in response to AAAPP's request to verify whether the AAAPP's funds were used by Neighborly Care Network for the Executive Director's separation and compensation. Ms. Carleton informed that a letter dated April 25, 2018 was received from MacFarlane, Ferguson and McMullen, NCN Attorneys stating that they did not exceed fifteen percent administrative cost within the Unit Rates. Ms. Carleton noted that the Attorneys also stated that the funds applied to the compensation of the NCN Executive President/CEO was 58.7% of her base salary or \$96,855.00.

Ms. Winter Stated the AAAPP had done its due diligence and exhausted all measures at AAAPP's disposal to determine that the AAAPP's funds were not used. There were discussions, questions and comments which the staff addressed.

Ms. Harriet Crozier made a motion to recommend taking the letter from MacFarlane Ferguson and McMullen dated April 25, 2018 as an agenda item under the Consent Agenda with a cover letter to the Board of Directors. Ms. Elithia Stanfield seconded the motion. There were no further questions or comments. None opposed, motion carried.

C. Vendor Unit Rates for Pasco and Pinellas County

Ms. Katherine Carleton gave an overview on Pasco County Vendor Agreements with CARES highlighting the services provided and amount paid to each vendor by CARES compared to the actual amount which AAAPP pays to CARES for the same unit of services. Ms. Carleton highlighted the average rate variances of CARES versus that of the vendors resulting in increases in CARES rates for each unit of service charged by CARES.

Ms. Carleton stated that by holding all Pasco County Vendor Agreement Contracts as AAAPP already does in Pinellas County, there will be more control and monitoring over vendor contracts resulting in better unit rates and considerable savings which would allow AAAPP to serve more seniors in Pasco County.

Ms. Ann Marie Winter highlighted that CARES have been operating at a projected deficit on all three programs and funds has to be transferred between agencies to avoid a deficit at the end of the grant year. Ms. Winter further stated that by pulling these Vendor Agreements CARES will be able to focus on core contractual obligation in providing Case Management and Case Aid Services to seniors in Pasco. There were discussions, questions and comments which the staff addressed.

Ms. Elithia made a motion that (1). The Finance Committee recommend to the Board of Directors that AAAPP bring all Pasco Vendor Contract Agreements which CARES currently hold under the auspices of AAAPP in Pasco to Pinellas. (2) That an Emergency Executive Committee Meeting be called to inform members of the Executive of the decision to hold all Pasco Vendors Contract Agreements in Pinellas. Ms. Harriet Crozier seconded the motion. None opposed, motion carried.

Agenda Item # 9 – Chairman Report

Ms. Linda Lee thanked Ms. Winter and her staff for organizing the meeting.

Agenda Item # 10 – Executive Director's Report

None.

Agenda Item # 11 – Committee Member's Comments

None.

Agenda Item # 12 – Adjourn

There being no other items for discussion the meeting adjourned at 10:13 a.m.

Respectfully submitted,

Linda Lee, Chair

Date _____

Virginia Cruz
Recording Secretary