

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
September 06, 2018**

Committee Members Present:

Linda Lee (Chair)
Harriet Crozier
Elithia Stanfield
Paul McClintock
Barbara Sheen Todd

Committee Member Not Present

None

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 Thursday September 6, 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 9:30 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. Harriet Crozier made a motion to approve the August 2, 2018 meeting Minutes. Mr. Paul McClintock 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 Financial Status

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

Agenda Item # 7 – Bank Search

Ms. Katherine Carleton requested that AAAPP move funds to a more responsive bank than TB Bank.

Ms. Carleton informed that TD Bank currently charges \$591.92 monthly for service charge and pays zero interest on VA Account and have not been responsive to request for assistance nor the AAAPP's Annual Luncheon. Ms. Carleton informed that a bank search was conducted and five banks responded with proposals. Ms. Carleton explained that in reviewing the proposals Freedom Bank was the best choice, offering (1) monthly service charge fee of \$164.40, (2) proposed monthly interest of \$1,312.50 on VA Account and (3) contribution to the AAAPP's Annual Luncheon. Ms. Carleton made a recommendation of Freedom Bank to take to the Board of Directors for approval.

Ms. Harriet Crozier suggested that a comparison chart with a summary of proposals received and to include banks which did not respond in presenting to the next Board of Directors Meeting.

Ms. Barbara Sheen Todd made a motion to recommend taking the Bank Search to the Board of Directors for approval. Mr. Paul McClintock seconded. None opposed, motion carried.

Agenda Item # 8 – Items for Discussion

A. Neighborly Care Network

Ms. Tawnya Martino reported the annual monitoring of the OAA and LSP Transportation Program was conducted in July with Neighborly Care Network (NCN) and discovered an issue with how transportation units were billed.

Ms. Martino explained that there was an audit trail of bus pass charges for every service day which went beyond the allowable rate. Ms. Martino stated that while a monthly bus pass cost \$35, in some cases the amount billed surpassed the cost of 2 one-way units or \$32.46. Ms. Martino stated that in conducting the audit, every single unit were itemized per client to determine the number of trips that were unallowable. The findings resulted in a grand total of \$41,694.87 in payback to AAAPP. Ms. Martino stated that a meeting was held with NCN to discuss the payback and they are on track to settle.

There were questions on the purpose of transportation services which Ms. Martino addressed.

Agenda Item # 9 – Chairman Report

None.

Agenda Item # 10 – Executive Director's Report

Ms. Ann Marie Winter informed that the Executive Committee will be meeting to review the performance evaluation of the Executive Director and the Draft Strategic Plan.

Agenda Item # 11 – Committee Member’s Comments

None.

Agenda Item # 12 – Adjourn

There being no other items for discussion the meeting adjourned at 9:53 a.m.

Respectfully submitted,

Linda Lee, Chair

Date_____

Virginia Cruz
Recording Secretary