

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
November 1, 2018**

Committee Members Present:

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

Committee Members Not Present

None

Others Present:

Katherine Carleton, CFO, Area Agency on Aging of Pasco-Pinellas
Virginia Cruz (Recorder), Area Agency on Aging of Pasco-Pinellas

Others Not Present:

Ms. Ann Marie Winter, Executive Director 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 November 1, 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. 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 October 4, 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

Area Agency on Aging of Pasco-Pinellas Inc. 401(k) Plan Changes

Ms. Katherine Carleton informed that three items of the 401(k) Plan Changes were inadvertently left out of the discussion of October 4, 2018 committee meeting as follows:

Plan Provision	Current Provision	Proposed Provision (effective 1/1/2019)
Eligibility Requirement	6 months of service and 500 hours of service	6 months of service
Auto Increase	None	Add 1% increase to employee deferrals annually up to a max of 10% (October 1 increase date annually)
Employee Deferrals	Up to IRS dollar maximum (\$18,500 for 2018)	Up to IRS dollar maximum (\$18,500 for 2018, 2019 to be determined)

Ms. Barbara Sheen Todd made a motion to recommend taking the 401(k) Plan – Proposed Provision for Eligibility Requirement, Auto Increase and Employee Deferrals effective 1/1/2019 to the Board of Directors for approval. Mr. Paul McClintock seconded. None opposed, motion carried.

Agenda Item # 6 – Area Agency on Aging Financial Status

Ms. Katherine Carleton presented the September 30, 2018 Financial Statement with an explanation of variances. Ms. Carleton noted that the statement reflected August 31, 2018 in error. The correction will be done to reflect September 30, 2018. Ms. Barbara Sheen Todd made a motion to recommend taking with correction the September 30, 2018 Financial Statement to the Board of Directors for approval. Mr. Paul McClintock seconded the motion. There were no questions or comments. None opposed, motion carried.

Agenda Item # 7 – Senior Medicare Patrol Program (SMP)

Ms. Katherine Carleton informed that the AAAPP was notified that the Department have issued a contract for the Senior Medicare Patrol Program (SMP) in the amount of \$35,262. Ms. Barbara Sheen Todd made a motion to recommend taking the SMP contract in the amount of \$35,262 the Board of Directors for approval. Mr. Paul McClintock seconded the motion. None opposed, motion carried.

Agenda Item # 8 – Finance Committee Report on Vacation Payout

Ms. Katherine Carleton apprise committee members on the 2017 Vacation Payout Policy which was initiated to phase out vacation payout over a 2 year period ending 12/31/2018. Ms. Carleton reported that the estimated payout for this year which is the final year is \$23,610.69 which is approx. 1926.93 hours of employee accrued vacation exceeding the 100 hours of allowed carry forward. Ms. Elithia Stanfield made a motion to recommend taking the estimated vacation payout of \$23,610.69 for approx. 1926.93 hours of employee accrued vacation, exceeding the 100 hours of allowed carry forward to the Board of Directors for information only, since this had previously been approved. Ms. Barbara Sheen Todd seconded the motion. None opposed, motion carried.

Agenda Item # 9 – Items for Discussion

None.

Agenda Item # 10 – Chairman Report

None.

Agenda Item # 11 – Executive Director’s Report

None

Agenda Item # 12 – Committee Member’s Comments

Ms. Elithia Stanfield wished everyone a Happy Holiday Season.

Agenda Item # 13 – Adjourn

There being no other items for discussion the meeting adjourned at 9:47 a.m.

Respectfully submitted,

Linda Lee, Chair

Date _____

Virginia Cruz
Recording Secretary