

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES
February 7, 2019**

Committee Members Present:

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

Committee Members Not Present

None

Others Present:

Ann Marie Winter Executive Director, Area Agency on Aging of Pasco-Pinellas Area Agency
Katherine Carleton, CFO, Area Agency on Aging of Pasco-Pinellas
Jason Martino, Director of Planning, 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 February 7, 2019 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 9:32 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. Elithia Stanfield made a motion to approve the January 3, 2019 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 December 31, 2018 Financial Statement with an explanation of variances. Ms. Carleton informed that adjustments to the Financial Statement will be made prior to year end close out. There was a question on the availability of the current year budget statement. Ms. Carleton informed that the current year statement will be presented at the next Finance Committee meeting.

Ms. Harriet Crozier made a motion to recommend taking the December 31, 2018 Financial Statement to the Board of Directors for approval. Ms. Elithia Stanfield seconded the motion. None opposed, motion carried.

Agenda Item #7 – Agency Security Related Construction Bids

Mr. Jason Martino informed that with the intent to bolster office security and increase usable office space, the Area Agency on Aging will modify the existing lobby in order to restrict public access in staff areas and to create two additional working stations. Mr. Martino presented the AAAPP Office Construction Bid Selection Matrix and Architectural Rendering of the lobby layout with a recommendation to approve “I Constructors” for the project. Mr. Martino advised that his recommendation was based on cost and historical familiarity with AAAPP office/Bay Point Commerce Center’s operational requirements. Mr. Martino informed that the total estimated cost for the project was \$21,502. There was a question about the building’s exits and a recommendation for active shooter role play training for employees.

Ms. Elithia Stanfield, in support of the recommendation, made a motion to recommend “I Constructors” based on the total estimated cost of \$21,502 and historical familiarity with AAAPP office/Bay Point Commerce Center’s operational requirements to the Board of Directors for approval. Ms. Harriet Crozier seconded the motion. None opposed, motion carried.

Agenda Item #8 – Items for Discussion

None.

Agenda Item #9 – Chairman Report

None.

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 9:50 a.m.

Respectfully submitted,

Linda Lee, Chair

Date_____

Virginia Cruz
Recording Secretary