

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.**  
**FINANCE COMMITTEE TELE-CONFERENCE MEETING MINUTES**  
**September 5, 2019**

**Committee Members Present:**

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

**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  
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 5, 2019 by tele-conference at the Area Agency on Aging of Pasco-Pinellas, 9549 Koger Blvd., Suite 100, St Petersburg, FL. Chair Harriet Crozier called the meeting to order at 9:30 a.m.

**Agenda Item #2 – Public Meeting Notice**

Chair Crozier 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 Crozier presented the last meeting Minutes and asked if there were any questions or comments and there were none. Ms. Barbara Sheen Todd made a motion to approve the August 1, 2019 meeting minutes. Ms. Elithia Stanfield 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, 2019 Financial Statement with an explanation of variances. There were no questions or comments. Mr. Paul McClintock made a motion to recommend taking the July 31, 2019 Financial Statement to the Board of Directors for approval. Ms. Barbara Sheen Todd seconded the motion. None opposed, motion carried.

**Agenda Item #7 – Area Plan Contract Module**

Ms. Katherine Carleton presented the Area Plan Contract Module for the year 2020 which is submitted annually to the Department of Elder Affairs. Ms. Carleton informed that the Area Plan Contract Module included the (a) C.1.A. Federal Allocation to the Planning and Service Area, (b) C.1.F. Allocations by County and Funding (c) C.1.G. Area Wide Funding Summary

and (d) C.11.A. Agency Budget for 2020 by program. There was a question on the transfer of 1.5 million from C.1.A. Allocation to the Planning Service Area, which Ms. Carleton clarified. Ms. Carleton informed that the C.11.A Agency Budget for 2020 included a 4% salary increase for staff and a 15% increase projected for health insurance. Committee members also commented positively on decreases/increases in publications, subscriptions and professional development opportunities for staff.

Ms. Barbara Sheen Todd made a motion to present the 2020 Area Plan Contract Module to the Board of Directors for approval. Ms. Elithia Stanfield seconded. None opposed, motion carried.

**Agenda Item #8 - Items for Discussion**

None.

**Agenda Item #9 – Chairman Report**

Chair Harriet expressed her appreciation to Ms. Carleton and her staff in preparing the budget.

**Agenda Item #10 – Executive Director’s Report**

Ms. Winter thanked Ms. Carleton and her team for working in collaboration with program, administration and the executive team in formulating the budget.

**Agenda Item #11 – Committee Member’s Comments**

None.

**Agenda Item #12 – Adjourn**

There being no other items for discussion the meeting adjourned at 9:58 a.m.

Respectfully submitted,

Harriet Crozier

Virginia Cruz  
Recording Secretary

\_\_\_\_\_  
Chair

Date \_\_\_\_\_