

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
JUNE 2, 2022**

**Committee Members Present**

David Alvarez, Chair  
Chris Comstock  
Christina Fitzpatrick  
Harriet Crozier

**Committee Members Not Present**

Judge George Jirotko (Excused)

**Others Present**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas  
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas  
LaShanna Young, Controller, Area Agency on Aging of Pasco-Pinellas  
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas  
David Hochsprung, CPA, Cavanaugh & Co, LLC

**Agenda Item #1 - Call to Order**

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday June 2, 2022 via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:31 a.m.

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

Ms. Ann Marie Winter announced the meeting was publicly noticed.

**Agenda Item #3 - Roll Call**

Chair David Alvarez called the roll, a quorum of committee members was present.

**Agenda Item #4 - Approval of Minutes**

Chair David Alvarez presented the last meeting minutes of May 5, 2022, and asked if there were any questions or comments, there were none. Mr. Chris Comstock made a motion to approve the May 5, 2022, Finance Committee meeting minutes. Commissioner Christina Fitzpatrick seconded. None opposed, motion carried.

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

None.

**Agenda Item #6 – 2021 Draft Financial Statements and Compliance Audit Reports**

Chair David Alvarez welcomed Mr. David Hochsprung, Partner, Cavanaugh & Co, LLC Certified Public Accountants, independent auditor engaged Mr. Hochsprung gave brief background information on the firm Cavanaugh & Co. He presented a PowerPoint of the 2021 Draft Financial Statements and Compliance Audit Reports which included the auditors' responsibilities, client responsibilities, required communications, audit results, statement of financial position, statement of activities and changes in net assets, sources of revenue, functional expenses, total net assets and cash, rent expense, and persons served by funding source. There were questions on the transition to new account software whether there were any notable benefits. There was a question on Note 9: Liquidity which states that financial asset could readily be made available within one month of the balance sheet to meet amounts due.... it was suggested that it should be for one year instead of one month (2) the word "to" be inserted before the word subrecipients to read due

to subrecipients. This will be addressed. In concluding the Auditor stated that there no prior audit findings to be reported and no corrective action required.

Mr. Chris Comstock made a motion to recommend taking the 2021 Draft Financial Statements and Compliance Audit Reports to the Board of Director for approval. Ms. Harriet Crozier seconded. None opposed, the motion was carried.

#### **Agenda Item #7 - AAAPP Unaudited Statements of Financial Position**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statements of Financial Position year to date April 30, 2022 and March 31, 2022. There were no questions nor comments. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statements of Financial Position year to date April 30, 2022 to the Board for approval. Ms. Harriet Crozier seconded, none opposed, motion carried.

#### **Agenda Item #8 - AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual. There were question and comments. This was addressed by Ms. Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date April 30, 2022 to the Board of Directors for approval. Ms. Harriet Crozier seconded. None opposed, the motion was carried.

#### **Agenda Item #9 - Unaudited Statements of Activities and Changes in Net Assets**

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Activities and Changes in Net Assets for the year-to-date April 30, 2022 and April 30, 2021. There were questions and comments. These were addressed by Ms. Paula Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date April 30, 2022 to the Board for approval. Ms. Harriet Crozier seconded, none opposed, motion carried.

#### **Agenda Item #10 – Surplus (Deficit) Report**

Ms. Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year-to-Date April 30, 2022. There were questions and comments. This was addressed by Ms. Winter. Mr. Chris Comstock made a motion to recommend taking the Surplus (Deficit) Report Year to Date April 30, 2022 to the Board of Directors for approval. Commissioner Christina Fitzpatrick seconded, none opposed, motion carried.

#### **Agenda Item #11 – Office Space Expansion**

Ms. Paula Moore presented the Office Space Expansion options for consideration by the Committee. Option A: Gadsden 2<sup>nd</sup> Floor of the Current AAAPP Building and Option B: Lake 212 Floor Separate Building. The Committee reviewed and discussed the options presented. Mr. Chris Comstock made a motion to recommend taking Option B with a Revised Matrix and Floor Plans to the Board of Directors for approval. Ms. Harriet Crozier seconded. None opposed, motion was carried.

#### **Agenda Item #12 – NetSuite Accounting System Implementation**

Ms. Paula Moore, CFO announced that the Finance Team was now working with NetSuite to customize reporting, added a budget software package module to help develop better reporting on budgeting, more flexible projections and real time information. This aspect of NetSuite will take several months to complete, beginning in June. For information only, no action necessary.

**Agenda Item #13 - Item(s) for Discussion**

None.

**Agenda Item #14 - Chairman’s Report**

None.

**Agenda Item #15 – Executive Director’s Report**

The Executive Director welcomed back Ms. Crozier and happy that she could be part of the meeting today. Welcomed Commissioner Christina Fitzpatrick to the Finance Committee. Introduced staff member LaShanna Young, AAAPP Controller. The Executive Director clarified that Cavanaugh & Co. LLC Certified Public Accountants have been the Agency’s Auditors for the past nine years and RFP was done at the time and was competitively procured. The recommendations were made by the Finance Committee and approved by the Board of Directors. The AAAPP is considering an RFP in the coming year. Need to ensure that the Agency’s accounting system is fully operational, and the Investment Advisor on board before this process takes place. Announced that the June Board meeting will be held on June 13, 2022 due to the Juneteenth holiday observed on June 20<sup>th</sup>, 2022.

**Agenda Item #16 - Committee Member's Comments**

Commissioner Christina Fitzpatrick thanked the committee for inviting her to be part of the Finance Committee.

**Agenda Item #17 - Adjourn**

There being no other items for discussion the meeting adjourned at 11:06 a.m.

Respectfully submitted,

David Alvarez, Chair

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Chair

Virginia Joseph  
Recording Secretary

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Date