

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA  
MICROSOFT TEAMS  
THURSDAY, September 4, 2025**

AGENDA ITEM #7B

**Committee Members Present via Teams**

Lisa Shippy-Gonzalez, Chair

David Alvarez

Anthony Koffman

**Others Present via Teams**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas

Kristina Jalazo, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas

Hillary Morales, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

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

The Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday, September 4, 2025, via Microsoft Teams. Chair Lisa Shippy-Gonzalez called the meeting to order at 9:30 a.m.

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

Ann Marie Winter announced the meeting was publicly noticed.

**Agenda Item #3 - Roll Call**

Ann Marie Winter called the roll. A quorum of committee members was present.

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

Chair Lisa Shippy-Gonzalez presented the last meeting minutes of the August 7, 2025, meeting and asked if there were any questions or comments. There were none. Mr. David Alvarez made a motion to approve the August 7, 2025, Finance Committee meeting minutes. Mr. Anthony Koffman seconded. None opposed, motion carried.

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

None.

**Agenda Item #6 – Area Plan Contract Module for FY2026**

Kristina Jalazo, Chief Financial Officer, presented the Area Plan Contract Module for 2026. The C.I.A. document breaks down the federal allocation to the planning and service area for administrative and OAA Title programs. The C.I.G. document provides the areawide funding summary, breaking down federal and state shares for programs and the HUD grant.

Ms. Jalazo also reviewed the C.I.F.1 Pasco County and C.I.F.2. Pinellas County

allocated funds. Chair Lisa Shippy-Gonzalez asked if these allocations are divided by the number of seniors in each area, which Ms. Jalazo answered that the funding allocation is based on the number of active and waitlisted clients in each county. Ms. Jalazo will add the wait list and client served numbers for the presentation at the Board of Directors meeting.

Ms. Jalazo asked for a motion to recommend taking the reports to the Board of Directors for approval. Mr. David Alvarez made a motion to take the reports to the Board of Directors for approval. Mr. Anothony Koffman seconded the motion. None opposed, motion carried.

#### **Agenda Item #7 – DOEA Area Plan Budget for Fiscal Year 2026**

Kristina Jalazo, Chief Financial Officer, reviewed the DOEA Area Plan Budget 2026 Expenses and Funding by Program.

Ms. Jalazo asked for a motion to recommend taking the following to the Board of Directors for approval:

Mr. David Alvarez made a motion to recommend taking the following to the Board of Directors for approval:

1. *Approve the DOEA Area Plan budget for FY 2026  
Approve up to 3% in merit increases in staff salaries  
effective October 1, 2025.*
2. *An additional \$1 per hour increase for Helpline and  
Intake staff effective October 1, 2025.*
3. *\$500 bonus for staff to be paid before December 31,  
2025. No DOEA funds to be used for bonus payout. All  
bonuses will be supported by agency funds.*

Mr. Anothony Koffman seconded the motion. None opposed, motion carried.

#### **Agenda Item #8 – AAAPP Unaudited Statement of Financial Position**

Kristina Jalazo, Chief Financial Officer, presented the Unaudited Statement of Financial Position. Mr. David Alvarez made a motion to take the Unaudited Statement of Financial Position to the Board of Directors for approval. Mr. Anothony Koffman seconded the motion. None opposed, motion carried.

#### **Agenda Item #9 – AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual**

Kristina Jalazo, Chief Financial Officer, reviewed the Unaudited Statement of Revenue and Expense Budget vs Actual. Mr. David Alvarez made a motion to take the Unaudited Statement of Revenue and Expense Budget vs Actual to the Board of Directors for approval. Mr. Anothony Koffman seconded the motion. None opposed, motion carried.

### **Agenda Item #10 – AAAPP Unaudited Statement of Activities and Changes in Net Assets**

Kristina Jalazo, Chief Financial Officer, reviewed the Unaudited Statement of Activities and Changes in Net Assets comparing 2024 to 2025. Mr. Anothony Koffman made a motion to take the Unaudited Statement of Activities and Changes in Net Assets to the Board of Directors for approval. Mr. David Alvarez seconded the motion. None opposed, motion carried.

### **Agenda Item #11 – Surplus/(Deficit) Reports**

Ann Marie Winter, Executive Director, reviewed the Surplus/(Deficit) Report year-to-date through July 31, 2025. Mr. Anothony Koffman made a motion to take the Surplus/(Deficit) Report to the Board of Directors for approval. Mr. David Alvarez seconded the motion. None opposed, motion carried.

### **Agenda Item #12 – Items for Discussion**

None.

### **Agenda Item #13 – Chairman's Report**

Chair Lisa Shippy-Gonzalez thanked Ms. Kristina Jalazo for all her hard work on the agency financials.

### **Agenda Item #14 – Executive Director's Report**

Ms. Ann Marie Winter, Executive Director, thanked the committee for their commitments to sponsoring the Annual Luncheon both personally and through their companies. There are 10 sponsorships left, and September is the last month to secure a sponsorship. So far about \$106,000 has been raised, which is already \$20,000 more than what was raised last year.

Ms. Winter informed the committee that the agency is having issues with its donor platform, Flipcause. The agency has been using Flipcause for the past 5 years and has not had a problem until recently. When \$5,000 in donations is made through Flipcause, finance staff ask for the funds to be transferred to the agency's bank account. This year, the agency has not been paid its fundraising dollars since April. There is currently about \$32,000 being held by Flipcause. The agency's attorney, Colleen Flynn, has reached out to Flipcause's legal counsel to request the funds and helped file a claim with the California Attorney General's Office. Ms. Winter will raise the issue at the September Board meeting if there are no changes by then. To mitigate the issue, the Flipcause donor page was replaced with PayPal two weeks ago. Ms. Winter has been speaking with a web developer consultant provided by Florida Community Care/Independent Living Systems as part of our partnership agreement. They are also the Presenting Sponsor for the Annual Luncheon.

Ms. Lisa Shippy-Gonzalez asked about the income reported from Flipcause. Ms. Kristina Jalazo answered that the money has not yet been recognized.

**Agenda Item #15 - Committee Member's Comments**

None.

**Agenda Item #16 - Adjourn**

There being no other items for discussion, Lisa motioned for the meeting to adjourn.

The meeting adjourned at 10:28 a.m.

Respectfully submitted,

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Hillary Morales  
Recording Secretary

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Lisa Shippy-Gonzalez Chair  
Date: \_\_\_\_\_