

**FAMILY & CHILDREN FIRST COUNCIL
AUDIT/FINANCE COMMITTEE
May 3, 2021**

PRESENT:

| | |
|-------------------------|---|
| Jennifer Calhoun | GC Board of County Commissioners, Budget Analyst |
| Deb Cordell | GC Family & Children First |
| Melissa Howell | GC Public Health Department |
| John LaRock | GC Board of Developmental Disabilities |
| Sandy Brubaker | GC Juvenile Court |
| Brent Lewis | GC Family & Children First - Director |
| Debbie Matheson | Family Violence Prevention Center |
| Greta Mayer | GC Mental Health Recovery Board |
| Beth Rubin | GC Department of Job & Family Services |

Ms. Mayer called the meeting to order at 8:30 A.M.

REVIEW/APPROVAL OF MINUTES FROM FEBRUARY 2021

Minutes for the February 2021 Audit/Finance Committee were reviewed. A motion to approve the minutes was made by Ms. Howell, seconded by Mr. LaRock. The motion passed without exception.

REVIEW/APPROVAL OF THE FISCAL REPORTS

Ms. Cordell presented the Fiscal Report. The Family Stability expenses and revenues are right where they need to be, despite the fact that the part-time position was not filled in time to impact this report. It has since been filled and will be reflected in the next fiscal report. Revenues are slightly higher due to one-time payments received that will not be received again until next year.

The expenses and revenue for Shared Youth Placements both appear to be high, but this is because Multi-System Youth funding is not included in the budget since it is accessed on an as needed, case by case basis. This funding is not a grant and we cannot predict how many youth we will work with in a year that may be eligible for these funds. We did have some parents who were asked to share in the cost of the placement. At the time of this report, we have two of the three parents asked to pay who have complied. The third parent did make a payment on Friday after this report was completed.

Ms. Hamer submitted Help Me Grow reports for February and March totaling \$75,000. They were reviewed and submitted to DODD for reimbursement. Expenses through the end of March should be at 75%, but are a under due to staff vacancies. GCPH will be increasing their current staff hours worked per week from 35 up to 40 thus accessing some of the additional available funds. There is a high demand for services right now and this will help to meet those demands. With

Program Management, we are very close to where we should be and will not have an issue spending those available funds. This is a total of \$5,942.00.

In regards to FCSS we should be at 83% of the grant spent through April, and we are currently below that, but that is normal with this grant as we receive it on a delayed basis and COVID has affected the available activities we are able to fund for families. However, we do anticipate spending this grant in full.

Council Admin expenses are lower than budgeted due to the fact that we still have the Administrative Assistant position vacant.

Ms. Mayer asked for a motion to recommend acceptance of the Fiscal Report. Motion to accept was made by Ms. Rubin and seconded by Ms. Brubaker. The motion passed without exception.

REVIEW/APPROVAL - ADMIN RECONCILIATION January-March 2021

Ms. Cordell reported that she did complete a report for this, but due to the vacancies we have in our Administrative Assistant position and throughout the agency, it is not a true picture. She completed the report on percentages of salaries, the way we have always completed it to meet the expectations of the state auditor. However, she knew it would be very skewed and it was. It looks as if the county is 83% and the Council is only 17%. She is not going to reconcile based on this report and will wait for next quarter. Ms. Cordell included in the fiscal packet a report of her time, which demonstrated 49% on Council and 7% on HMG, which accounted for 56% of her time. This is with her tracking her time in 15 minute increments.

Ms. Cordell requested to place the reconciliation on hold until the next meeting. The Audit Finance Committee had no issues with this and stated this was the preferred approach, so it was a more appropriate reallocation.

OTHER ITEMS AT THE DISCRETION OF CHAIR/DIRECTOR

The next meeting is Monday, August 2, 2021, @ GC Educational Service Center at 8:30 A.M.

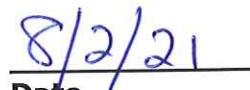
There being no further business the meeting was adjourned at 8:42 A.M.

Respectfully submitted,

Approved:



Brent Lewis, Director
Greene County Family & Children First



Date