**Smart Start of Forsyth County Finance Committee Meeting Minutes Wednesday, January 19th, 2021**

**8:30 a.m. – 9:30 a.m.**

**via ZOOM URL:** [**https://us02web.zoom.us/j/84225811913**](https://us02web.zoom.us/j/84225811913)

**Members Present via ZOOM:** **(Chief Executive Officer of Smart Start of Forsyth County) Louis Finney Jr., (Chief Finance Officer or Smart Start of Forsyth County) Thomas Long, (Finance Committee Chair) Bennett Bruff, (Finance Committee Member) Ariel Hickman, (Finance Committee Member) Mark Flowers, (Finance Committee Member) Diana Santos-Johnson, (Finance Committee Member) Joan Troost**

**Members Absent:**

**Staff Present via ZOOM: (Finance Specialist) Malcolm Moses**

**Call to order:**

The Finance committee meeting was called to order by (Finance Committee Chair) Bennet Bruff at 8:35 a.m. and establish a quorum.

**Review and Adopt Agenda:**

A motion was made to adopt the agenda by (Finance Committee Member) Mark Flowers. (Finance Committee Member) Ariel Hickman second the adoption. All Finance Committee members present voted unanimously to adopt the agenda. Motion Passed.

**For Committee Action**

1. Approval of December 15, 2021, Finance Committee Minutes – attached

**For Committee Review, Discussion, and Acceptance**

1. NCPC Reversion Funds – attached
2. Winston-Salem Award Letter – shared by Louis Finney
3. KBR Grant letter – shared by Thomas Long
4. NCPK additional funds - attached
5. December 2021 Treasurer’s Report, Preliminary and Unaudited – attached

**Intro of Visitors and opportunity for public: None Public Visitors: None**

**Public Comment: None**

**Minutes:**

A motion was made to accept the December 15, 2021, Finance Committee meeting minutes by (Finance Committee Member) Ariel Hickman. The motion to accept the December 2021 Finance Committee meeting minutes was seconded by (Finance Committee Member) Diana Santos-Johnson. All Finance Committee members present voted unanimously to adopt the agenda. Motion Passed.

**NCPC Reversion Funds (CFO of Smart Start of Forsyth County) Thomas Long**

(CFO of Smart Start) Thomas Long gives the committee an update on what needs to be completed to get the NCPC reversion funds of approximately $417,000 into Fabrik of. There were funds moved from Cash Grants and Awards ($50,000) to Non-Cash Grants and Awards. Reiterated that funds must be used within the fiscal year of 21-22, these funds cannot be carried forward. (Finance Committee Chair) Bennett Bruff asked about how much was in the other expenses before reallocating it. (CFO of Smart Start) Thomas Long, spoke with Lauren of NCPC and found out that we weren’t allowed to move the $14,500 from Mortgage Interest to Other Expenses. (CEO of Smart Start) Louis explain what the different Non-Cash to Cash Grant and how the funds will be dispersed to centers.

**NCPK Additional Funding**

(CFO of Smart Start) Thomas Long breaks down what the additional $2,153,885 will be used. (Finance Committee Chair) Bennett Bruff asked if we must apply for the funds. Thomas reiterated that these are funds that will be given to us by the federal government. (CEO Louis Finney Jr.) these funds go directly to the TANF and Childcare Centers, this is a need for these dollars for those specific programs.

**Treasurer’s Report December 2021 (CFO of Smart Start of Forsyth County) Thomas Long**

(CFO of Smart Start) Thomas Long shows expected budget should be at 50% of spending at this time of the year. Certain programs and services get reimbursed and the timing FSRs are submitted. There’s nothing that stands out that shows up on the budget.

A motion was made to approve the December 2021 NCPC Reversion Funds, Winston-Salem Awards Letter, Treasure Report by (Finance Committee Member) Mark Flowers. The motion to approve the NCPC Reversions Funds, Winston-Salem Awards Letter, Treasure Report was seconded by (Finance Committee Member) Joan Troost. All Finance Committee Members present voted unanimously to approve the Reversions Funds.

**KBR Grant Letter (CEO of Smart Start of Forsyth County) Louis Finney Jr.**

 (CEO of Smart Start of Forsyth County) Louis Finney Jr. receiving $343,000 has been approved and split over two years. First year 2022 we’ll receive approximately $169,000 and the second year 2023 approximately $173,000. This fund is to help advocate, motivate parents in the community about adverse child experiences and form a coalition. Will fund a full-time position and partially fund another position. (Finance Committee Member) Mark Flowers ask about examples of how funds will be used, (CEO of Smart Start of Forsyth County) Louis answered with the key position the funds will be used for and strategies it will help with for parents in the community.

A motion was made to accept the KBR Grant by (Finance Committee Member) Joan Troost. The motion to accept the December 2021 Finance Committee meeting minutes was seconded by (Finance Committee Member) Mark Flowers. All Finance Committee members present voted unanimously to adopt the agenda. Motion Passed.

**Winston-Salem Award Letter (CEO of Smart Start of Forsyth County) Louis Finney Jr.**

(CEO of Smart Start of Forsyth County) Louis Finney Jr. grant for $54,000 over the next two years. Partnership with Winston-Salem, portion goes to our annual fundraising and the other goes towards funding a position of strategic planning (Chief Strategy Officer). SSFC has grown by 30% and needing a position to help strategize and maintain. In 2024 we can reapply for these funds.

A motion was made to accept the Winston-Salem Grant by (Finance Committee Member) Mark Flowers. The motion to accept the Winston-Salem Grant was seconded by (Finance Committee Member) Joan Troost. All Finance Committee members present voted unanimously to adopt the agenda. Motion Passed.

**Other**

N/A

**Adjourn**

The motion to adjourn the Finance Committee meeting was made by (Finance Committee Member) Mark Flowers. The meeting adjourned at 9:20 a.m.