**Smart Start of Forsyth County Finance Committee Meeting Minutes Wednesday, November 15th, 2021**

**9:00 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) Joan Troost**

**Members Absent: (Finance Committee Member) Diana Santos-Johnson**

**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 9:02 a.m. and establish a quorum.

**Review and Adopt Agenda:**

A motion was made to adopt the agenda by (Finance Committee Member) Ariel Hickman. The motion to adopt the agenda was seconded by (Finance Committee Member) Joan Troost. All Finance Committee members present voted unanimously to adopt the agenda. Motion Passed.

**For Committee Action**

1. Approval of October 20, 2021, Finance Committee Minutes – attached

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

1. November 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 October 2021 Finance Committee meeting minutes by (Finance Committee Member) Joan Troost. The motion to accept the November 2021 Finance Committee meeting minutes was seconded by (Finance Committee Member) Ariel Hickman.

**Treasurer’s Report October 2021 (CEO of Smart Start of Forsyth County) Louis Finney Jr. and (Finance Committee Chair) Bennett Bruff**

(CEO of Smart Start) Louis Finney starts out with introduction of our new (CFO of Smart Start) Thomas Long.

(Finance Specialist) Malcolm Moses updated the Finance Committee after reviewing of funds are overspent in administration, look to reversion funds back from NCPC to offset the overspending. (Finance Specialist) Malcolm Moses no changes have been made to NCPK CCDF funding. (Finance Specialist) Malcolm Moses gives update on CCHC funds and spoke about the remittance and reversion of funds.

(CEO of Smart Start) Louis Finney gives an update that we will have new grant (Family Engagement) on the next treasure report. (Finance Specialist) Malcolm Moses followed up with new grant will also be reimbursed as funds are used. (Finance Specialist) Malcolm Moses spoke about the payback of the PPP loan and when will we start paying it back.

A motion was made to approve the October 2021 Treasurer’s Report and Finance Summary by (Finance Committee Member) Mark Flowers. The motion to approve the Treasurer’s Report was seconded by (Finance Committee Member) Joan Troost. All Finance Committee Members present voted unanimously to approve the Treasurer’s Report.

**Finance Policy Change (CEO of Smart Start of Forsyth County) Louis Finney Jr.**

(CEO of Smart Start) Louis Finney state that the change of finance policy was adding the ‘Finance Committee’ approving items prior to the board reviewing. (Finance Committee Chair) Bennett Bruff asked if that was the only changed made to the policy. (CEO of Smart Start) Louis reassured that was the only change that was made at this time.

A motion was made to approve the Finance Policy by (Finance Committee Member) Mark Flowers. The motion to approve the Treasurer’s Report was seconded by (Finance Committee Member) Joan Troost. All Finance Committee Members present voted unanimously to approve the policy change.

**NCPC Reversion Funds (CEO of Smart Start of Forsyth County) Louis Finney Jr.**

(CEO of Smart Start) Louis Finney gives the committee a overview of NCPC rewarding SSFC an addition of approximately $317,000 in reversion funds. The funds must be used with in the fiscal year of 21-22, these funds cannot be carried forward. (Finance Committee Chair) Bennett Bruff asked about using the funds, Louis stated we were to meet with other directors and managerial staff to assist with the allocations.

A motion was made to approve the October 2021 Treasurer’s Report and Finance Summary by (Finance Committee Member) Joan Troost. The motion to approve the Treasurer’s Report was seconded by (Finance Committee Member) Mark Flowers. All Finance Committee Members present voted unanimously to approve the Treasurer’s Report.

**FTCC Budget (CEO of Smart Start of Forsyth County) Louis Finney Jr.**

(Finance Specialist) Malcolm Moses spoke about the advised budget for Forsyth Tech Community College (FTCC). FTCC wanted to move funds ($5000) from the cash grants line and added to the stipends/scholarship line.

A motion was made to approve the September 2021 Treasurer’s Report and Finance Summary by (Finance Committee Member) Mark Flowers. The motion to approve the Treasurer’s Report was seconded by (Finance Committee Member) Joan Troost. All Finance Committee Members present voted unanimously to approve the Treasurer’s Report.

**Other**

N/A

**Adjourn**

The motion to adjourn the Finance Committee meeting was made by (Finance Committee Member) Mark Flowers. The meeting adjourned at 9:22 a.m.