**Smart Start of Forsyth County Finance Committee Meeting Minutes Wednesday, August 18th, 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., (Finance Committee Chair) Bennett Bruff, (Finance Committee Member) Ariel Hickman, (Finance Committee Member) Mark Flowers**

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

**Staff Present via ZOOM:** **(Community Education and Outreach Coordinator) Marvin Fulwood, (Finance Specialist) Malcolm Moses**

**Call to order:**

The Finance committee meeting was called to order by (Finance Committee Chair) Bennet Bruff at 8:30 a.m. and establish a quorum.

**Review and Adopt Agenda:**

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

Motion Passed.

**For Committee Action**

1. Approval of July 21, 2021, Finance Committee Minutes – attached

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

1. July 2021 Finance Summary, Preliminary and Unaudited– attached
2. July 2021 Treasurer’s Report, Preliminary and Unaudited – attached
3. CFO recruitment

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

**Public Comment: None**

**Minutes:**

A motion was made to accept the July 2021 Finance Committee meeting minutes by (Finance Committee Member) Ariel Hickman. The motion to accept the July 2021 Finance Committee meeting minutes was seconded by (Finance Committee Member) Mark Flowers.

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

(CEO of Smart Start of Forsyth County) Louis Finney Jr. updated the Finance Committee after reviewing of funds there was still some underspent funds. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Finance Committee that there are still some overspent costs in administration. Overall underspent in our budget and will be ask for that back in our reversion. Revert funds to purchase laptops and other technologies. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Finance Committee that there has not been any funds spent in the EIDL (Economic Injury Disaster Loan) will likely send those funds back. With the PPP loan and EIDL is expected to pay it all back since we didn’t use.

(CEO of Smart Start of Forsyth County) Louis Finney Jr. indicated that SSFC received more funds than anticipated with Fundraising and Gifts. (CEO of Smart Start of Forsyth County) Louis Finney Jr. also informed the Finance Committee that the SUBSIDY (TANF/CCDF) has been on target with spending and allocation.

A motion was made to approve the June 2021 Treasurer’s Report by (Finance Committee Member) Mark Flowers. The motion to approve the Treasurer’s Report was seconded by (Finance Committee Member) Ariel Hickman. All Finance Committee Members present voted unanimously to approve the Treasurer’s Report.

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

(CEO of Smart Start of Forsyth County) Louis Finney Jr. updated the Finance Committee after reviewing of funds we haven’t spent many funds due to new fiscal year. (CEO of Smart Start of Forsyth County) Louis Finney Jr. informed the Finance Committee that we should be close to 8% spending for the month. We haven’t received bills from our DSP’s. (CEO of Smart Start of Forsyth County) Louis Finney Jr. indicated when reverting funds back offset administration and dual subsidy administration cost, we won’t see that until about six months.

A motion was made to approve the June 2021 Treasurer’s Report by (Finance Committee Member) Ariel Hickman. 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.

**CFO Recruitment Update**

(CEO of Smart Start of Forsyth County) Louis Finney Jr. updated that we had an interview with one candidate. Have 2 other candidates and we expect to have the role filled by September 30th. (CEO of Smart Start of Forsyth County) Louis Finney Jr. indicated done four exploratory interviews and gave update on Sabrina’s role.

**Other**

(Community Education and Outreach Coordinator) Marvin Fulwood updated the committee on cancellation of meetings on his behalf and look for update from (Finance Specialist) Malcolm Moses. (CEO of Smart Start of Forsyth County) Louis Finney Jr. indicated that we were awarded Family Engagement grant that will start September 1st.

(CEO of Smart Start of Forsyth County) Louis Finney Jr. was able to receive a verbal confirmation that (Finance Committee Chair) Bennett Bruff will be serving another term as Finance Committee Chair

**Adjourn**

The motion to adjourn the Finance Committee meeting was made by (Finance Committee Member) Diana Santos Johnson. The motion to adjourn the Finance Committee meeting was seconded by (Finance Committee Member) Ariel Hickman. The meeting adjourned at 8:47 a.m.