**Finance Committee Meeting Minutes**

**Thursday, January 5, 2023**

**8:30 AM – 9:30 AM**

**Members Present**: **Bennett Bruff**, (Committee Chair), **Dr.** **Louis Finney Jr.,** (CEO of Smart Start of Forsyth County), **Mark Flowers**, (Committee Member), **Diana Santos-Johnson,** (Committee Member)

**Members Absent:** **Ariel Hickman** (Committee Member**)**

**Staff Present:** Elizabeth Wallace

**Call to Order:**

Bennett Bruff called the meeting to order at 8:31 AM. The Chair established a quorum at 8:31 AM.

**Review and Adopt Agenda:**

A motion to approve the agenda was made by Diana Santos-Johnson. The motion to approve the agenda was seconded by Mark Flowers. All Committee Members present voted unanimously to adopt the agenda. Motion carried.

**Introduction of Visitors and Opportunity for Public Comment**:

**Visitors:** None

**Public Comment:** None

**For Committee Action:**

* Minutes from November 16, 2022 Finance Committee Meeting
* Approval of November’s Treasurer’s Report
* Approval of Reversion Funds FY 2022-2023
* Approval of Employee Retention Bonus
* Approval of Supplemental Executive Retirement Plan

**For Discussion:**

* Additional City Funding

**Meeting Minutes:**

A motion to approve the minutes from the November 16, 2022 Finance Committee Meeting was made by Diana Santos-Johnson. The motion to approve the meeting minutes was seconded by Mark Flowers. All Committee Members present voted unanimously to adopt the agenda. Motion Carries.

**Treasurer’s Report:** **CEO of Smart Start of Forsyth County:**

Elizabeth Wallace presented the Treasurer’s Report for November 2022.

We are 42% through FY 22-23 and overall, and are showing 31% spent in our NCPC Activities. The underspending is again due to the timing of invoices received from our subcontracted service partners. Overspending in Community Education & Outreach is due to a higher cost in employment advertising and we are looking at options to reduce the cost

The 21% spending rate from NC Pre-K is due to the receipt of the NC Pre-K payment for November, which actually occurred in December and should not show such a large underspending next month.

KBR and WSF grants will be receiving their second-year grant payments within the next few months and our private gifts & donations so far this year are approximately $85,000.

It was moved by Mark Flowers and seconded by Diana Santos-Johnson to approve the Treasurer’s reports for November. The motion passed.

**Reversion Funds FY 2022-2023**

We received $421,042 in reversion funds from last fiscal year. The leadership team met and is proposing to add to the following programs:

 Community Outreach & Education $128,106

 Dual Subsidy 75,718

 Evaluation of Smart Start Projects 41,000

 TLS 81,000

 Program Coordination 55,500

We are also able to add $39,718 to Administration due to a raise in the legislative rate for admin costs.

It was moved by Mark Flowers and seconded by Diana Santos-Johnson to approve the allocation of the reversion funds as presented. The motion passed.

**Employee Retention Bonus**

An employee retention bonus was proposed to award employees with more than 3 months of service $1000.00, employees with more than 2 years of service $2500.00, and employees with more than 3 years of service $4,000.00 with the funding coming from the reversion funds.

It was moved by Mark Flowers and seconded by Diana Santos-Johnson to approve the Employee Retention Bonus as presented. The motion passed. The proposal will now go to the HR Committee for review and approval prior to going to the Board of Directors.

**Supplemental Executive Retirement Plan**

Dr. Finney reviewed the proposed Supplemental Executive Retirement Plan which will incentivize SSFC executives with an additional retirement contribution every 2 years if the funding is available. This is an additional retention tool for key employees by making an additional contribution to their retirement upon the completion of their 2 years of service. If the employee doesn’t complete the 2 years of service, the funds would remain with SSFC.

It was moved by Mark Flowers and seconded by Diana Santos-Johnson to approve Supplemental Executive Retirement Plan as presented. The motion passed. The proposal will now go to the HR Committee for review and approval prior to going to the Board of Directors.

**Additional Funding**

The City of Winston Salem is anticipating granting SSFC an additional $350,000 for programs enhancements and to support some staffing positions which will extend funding through 2025. Dr. Finney will update the Finance Committee at the next scheduled meeting.

**Adjourn:**

A motion was made to adjourn the Board meeting by Diana Santos-Johnson, (Committee Member) and seconded by (Committee Member) Ariel Hickman. All Committee members present approved to adjourn the meeting at 9:05 AM.