**Finance Committee Meeting Minutes**

**Wednesday, November 19, 2022**

**8:30 AM – 9:30 AM**

**Members Present**: **Bennett Bruff**, (Committee Member) **Mark Flowers**, (Committee Member) **Ariel Hickman, Diana Santos-Johnson,** (Committee Member)

**Members Absent:** **Dr.** **Louis Finney Jr.,** (CEO of Smart Start of Forsyth County)

**Staff Present:** Elizabeth Wallace

**Call to Order:**

(Committee Chair) Bennett Bruff called the meeting to order at 8:36 AM. The Chair established a quorum at 8:36 AM.

**Review and Adopt Agenda:**

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

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

**Visitors:** None

**Public Comment:** None

**For Committee Action:**

* Minutes from October 21, 2022 Finance Committee Meeting

**For Discussion:**

* Treasurer’s Reports
* Upcoming Meeting Schedule Discussion
* ARPA Grant Update
* Audit and Program Monitoring Update

**Meeting Minutes:**

A motion to approve the minutes from the October 21, 2022 Finance Committee Meeting was made by (Committee Member) Mark Flowers. The motion to approve the meeting minutes was seconded by (Committee Member) Ariel Hickman. 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 Reports for October, 2022. Last month it was suggested that the reporting periods for the NC Pre-K and subcontracted service providers be changed to reflect a delayed program start because the programs rarely have expenses until after the school year begins. It was, however, recommended that the reporting period remain consistent with the fiscal year and if individuals have questions about the underspending at the beginning of the year, that a short explanation of the funding year starting prior to the school year be given.

The overall budget through October was spending under what was expected but the trend is not unusual. It was moved by (Committee Member) Mark Flowers and seconded by (Committee Member) Ariel Hickman to approve the Treasurer’s reports for October. The motion passed.

**Meeting Schedule:**

Elizabeth Wallace verified that the committee still wanted to meet monthly, and that the date and time still worked for the committee members. The committee indicated the current schedule worked well and will remain the same.

**ARPA Grant Update:**

SSFC is responding to the county when asked additional grant information, and things are still moving as scheduled. Preparations for staffing, including preparing for hiring and pre-pricing equipment has been taking place so when the funding is available, we can move quickly with implementation.

**Audit and Program Monitoring Update:**

Elizabeth Wallace, Finance Director, indicated that SSFC was still waiting on any questions that the fiscal auditors may have and will respond when the requests are received.

The NCPC on-site monitoring took place on November 9, 2022. SSFC provided requested information prior to and during the on-site review and is currently awaiting direction from NCPC. We do expect that they will be requesting additional information and will provide it as it is requested.

**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 8:53 AM.