

Minutes
Developmental Disabilities Resource Board of Directors

Finance Committee Meeting

August 28, 2018

The **Finance Committee** met on June 20, 2018 at 6:00 pm at the DDRB office. The meeting was called to order by Finance Committee Chairman and Board Treasurer, Tom Bradley. Present from the Finance Committee were Tom Bradley, Gary Steinman, James Gottstein, Rick White and Steve Elliott. Also present were Alan Naylor, Robert Sevier and Sonja Bennett.

Guests present included:

Kimball Mothershead – VSI

Randy Hylton – VSI

Set the Levy

Tom Bradley advised the Committee it was time to Set the Levy for FY2018. The tax information has been received from the county and entered with the State Auditor’s Office (SAO) who actually prepares the pro-forma and calculates the rate which can be assessed and collected. The 2017 rate was set at .1181 and the SAO set the levy rate at .1180 for 2018 to comply with the law which includes the Hancock Amendment. **The Committee agreed to recommend to the Board that the Levy be set at .1180 for 2018.** The expected revenue from taxes is \$4,790,298.

FY19 Funding Guideline

Tom Bradley recommended that guideline for returning agencies requesting funding for FY19 be set at 4%. He said that the Consumer Price Index was averaging about 2.1% and this would allow the agencies some room for increases. **The Committee agreed to recommend to the Board that the funding increase guideline be set at 4%.** Any agency that requests funding increases at 4% or less will not be required to meet with the Finance Committee to review their applications. Sonja was directed to prepare a report for each agency outlining their actual expenses year to date August and project the balance of the year based on actuals. The date for the Finance Committee review is changed from November 6, 2018 to November 5, 2018 at 4:30pm.

VSI Capital Grant Increase Requests

VSI has requested additional funds to their original capital grant request as follows:

Box Truck – Original request approved at \$30,000 requesting an **additional \$975**. After review with Randy Hylton, the **Committee rejected the request and will not recommend to the Board.**

Stretch Wrap Machine – Original request approved at \$7,000 requesting an addition amount of \$2,075. Randy Hylton explained that the machine will allow them to improve their service to

Boulevard Brewery as this machine is the same machine they utilize and recommended to VSI. They also provided VSI with the ability to purchase this machine at their cost. This machine will enhance the VSI relationship with the customer and enable to gain new business in the future. **The Committee agreed to recommend the additional funds of \$2075 for the stretch wrap machine** to the Board for approval.

CCVI FY18 Funding Increase Request

CCVI has submitted a request for **additional funding for their program for FY2018** in the amount of \$12,000. Due to the age of the children CCVI serves, birth to three, it is difficult to predict the number of clients they will serve throughout the year. The Board has always allowed CCVI to come back and ask for additional funds if the number of children served so warrants. **The Committee agreed to recommend the \$12,000 increase in funds available to CCVI for 2018.**

CHS Donation Request

CHS has requested a donation for their **Halloween Event in the amount of \$250**. The board has approved this in the past and the **Committee agreed to recommend the donation to the board to be paid from TCM funds.**

FY18 YTD Budget to Actual Review

Tom advised that he had asked Sonja to prepare a budget to actual review to make certain where each agency expenses were tracking compared to budget. The agency over budget was CCVI. This report will be updated with the August expenses and used to provide guidelines for agency funding requests for FY19.

Sherwood House

The Committee discussed the procedures for selling the Sherwood House. All members agreed that the procedures followed in listing and selling the Flora House worked well and should be the guideline for Sherwood House. All agreed that Pryor Appraisal should be used to provide an updated appraisal at cost of \$500. Alan Naylor, Board Owned Property Committee Chair, should contact Pryor Appraisal to have the home appraised. The appraised value from that report will be used as the list price for the home. All agreed that Patrick McDowell with Better Homes and Gardens had done an excellent job with Flora House and should be retained for the sale of Sherwood House with Tom Bradley to contact Patrick to get the listing in process. The Committee agreed to recommend this procedure and expense to the Board.

With no further matters to discuss, the meeting was adjourned at 6:20pm.

Respectfully submitted: Sonja Bennett
August 30, 2018

