

Minutes
Developmental Disabilities Resource Board of Directors
Finance Committee Meeting
September 28, 2021

The **Finance Committee** met on September 28, 2021, at 5:30pm in person and by Zoom Conference. The meeting was called to order by Committee Chairman Rick White. Present at the meeting, in addition to Rick, were Committee members Gary Steinman, Janet White, Marlene Leonce. Stephen Elliott was out of town and unable to attend. Present also were, Alan Naylor, Bob Sevier, and Sonja Bennett.

Guests included Kelly McGillis with TNC Community, Anne Hochstein with Job One and Randy Hylton with Vocational Services, Shaney Othic with Northland Therapeutic Riding Center and Karrie Duke with Center for the Developmentally Disabled and Rebecca Swank.

Northland Therapeutic Riding Center submitted a **capital grant request in the amount of \$6,500** to asphalt a portion of the driveway to the riding arena to making access easier. The Finance Committee members reviewed the application and agreed that the request complied with the parameters of the capital grant program. The total cost for the project is \$14,875 with \$8,375 paid by a private donor. Rick White motioned the Committee to approve the request and recommend funding to the full Board. Gary Steinman provided a seconded and the Committee approved.

Rick White advised that we had received the Proforma Invoice from the County Clerk establishing the levy rate for 2021. He reported that the State Auditor **Set the Levy rate at .1028**. The expected revenue from this Levy is \$5,347,00, a \$200,000 increase over last year. Pending approval by the board, the Levy is to be presented to the Commissioners on September 29, 2021. Rick White motioned the Committee to approve setting the 2021 Levy at .1028 cents per \$1,000 assessed value by the county. Marlene Leonce seconded the motion, and all members present voted in favor of the motion.

The Committee reviewed the **Operating Reserve Fund Policy** for update. Sonja advised that in part, the document was written to formalize the policy in the same format as the Board's other policies. The Board had previously approved (2005) an operating reserve requirement of 9 months of operating expenses to be always held in reserve with the goal maintaining 12 months of operating expenses in reserve. The Board had further agreed the reserve could be drawn upon for acceptable purposes with a repayment plan. Rick White motioned the Committee to accept the "revised" Operating Reserve policy which was seconded by Janet White and approved by the Committee and presented to the Board for approval.

The Committee began review of the **Funding Policy**. Discussions were had regarding the requirement for "bids" under the Grant section of the policy and perhaps an update of the dollar amount which triggers the requirement. The Committee agreed the requirement should remain with the dollar amount increasing from \$2,000 to \$5,000 and the additional of language which would allow for exceptions in the case of an emergency. There was discussion as to the extent of the need for "inventory control" records and that the language could be relaxed but required upon request. The Committee asked and Gary Steinman agreed to review and provide updated language where appropriate.

With no further business, the Committee adjourned.

Respectfully submitted:
Sonja Bennett, October 4, 2021