

Minutes
Developmental Disabilities Resource Board of Directors
Finance Committee Meeting
July 21, 2020

The **Finance Committee** met on July 21, 2020 at 5:30 pm by Zoom Conference. The meeting was called to order by Finance Committee Chairman, Stephen Elliott. Present at the meeting, in addition to Steve Elliott were committee members Gary Steinman, Thomas Bradley, James Gottstein, and Richard White. Also present were Janet White, Alan Naylor and Sonja Bennett.

Guests in attendance included Mark Bertrand, Julie Edlund, Brian Watson and Jim Huffman from Life Unlimited; Randy Hylton and Kimbel Mothershead from Vocational Services; and Brea Connett from Northland Early Education Center.

The Committee reviewed and approved the proposed Time Table for the FY2021 Funding Application process (copy attached to the minutes for file). In addition, the Committee agreed to utilize the same funding application format used for FY2020.

The Committee reviewed the request from Life Unlimited to fund two (2) wheelchair accessible vans at \$31,300 each for a total of \$62,600. This request was referred back to the Committee by the board as due to lack of consensus if this request fell under the CoViD19 Emergency Relief Funds or Capital Grant Program. To reiterate for the file, the board originally approved a Capital Grant Program for 2020 but suspended that program in order to fund a CoViD19 Emergency Relief Fund.

After discussion and input from each Committee member as well as Mark Bertrand, Julie Edlund and Jim Huffman with Life Unlimited and Randy Hylton with VSI, the Committee resolved the vans were needed in order to provide additional social distancing for health safety for consumers traveling to the My Day Program and therefore could be funded through the CoViD19 Relief Fund. Steve Elliott motioned the Committee approve and recommend to the full board the request for two (2) vans for a total of \$62,500 to be paid from the CoVid19 Relief Fund. The motion was seconded by Rick White and approved by a majority vote of the Committee Members.

The Committee agreed to table discussions for a 2020 Capital Grant Program until later in the fall in the event agencies may need additional funds for CoViD19 related expense this fall.

Randy Hylton said that some of his funding for the remainder of this year through June of next had been cut from the DESE program. He said that he was not quite certain how that will affect his business and may not until next June. At this point, they have about 50% of their workforce back, their vendors have been very supportive and they are doing well.

Brea Connett with NEEC asked if they could postpone their 2019 audit and perform it in conjunction with their 2020 audit. The original date of the audit had been postponed due to the CoViD stay home orders. They have their CARF in August or September as they are working on established that date. The Committee concurred that they need to complete the 2019 this year and it should be submitted with their funding application for FY2021.

With no further business, the Committee adjourned.

Respectfully submitted:

Sonja Bennett, July 22, 2020