

**GREENE COUTY FAMILY & CHILDREN FIRST COUNCIL
AUDIT/FINANCE COMMITTEE**

MINUTES

February 1, 2016

PRESENT:

RENEE LAMMERS	DIRECTOR-GC FCFC
JOHN LaROCK	GC BODD
BETH RUBIN	GC DJFS
GRETA MAYER	MHRB
DEBBIE MATHESON	FVPC
BILL VOSKUHL	GC JC
DEBRA CORDELL	FCF FISCAL SUPPORT COORD
KIM CERNEY	FCF ADMIN SUPPORT

Ms. Matheson called the meeting to order at 8:30 AM.

REVIEW/APPROVAL OF MEETING MINUTES FROM NOVEMBER 2015:

The minutes from the November 2015 meeting were reviewed. As there were no additions or corrections to the minutes, a motion to approve the minutes was made by Ms. Rubin and seconded by Mr. LaRock. The minutes were passed without exception.

REVIEW/APPROVE ACCEPTANCE TO RECOMMEND TO THE STEERING COMMITTEE THE JANUARY - SEPTEMBER 2015 FISCAL REPORT

Ms. Lammers indicated that there were no surprises in this report. We have underspent in all of our fund lines. She did add that the Bellbrook and Jamestown Resource Centers exceeded their expected donations for the year. Jamestown especially received some sizeable donations and she credited Rachel Goff and Melissa Baughn for their outreach to the community.

Ms. Matheson asked for a motion to recommend acceptance to the Steering Committee of the January – December 2015 Fiscal Report. Motion to accept was made by Mr. LaRock and seconded by Ms. Rubin. The motion passed without exception.

REVIEW/APPROVE ACCEPTANCE TO RECOMMEND TO THE STEERING COMMITTEE THE OCTOBER - DECEMBER 2015 ADMIN RECONCILIATION & EXPENSE REALLOCATIONS

Ms. Lammers reiterated that there was nothing notable to report. Ms. Cordell wanted to update this report to include program management that are was not included in the total revenue for Admin from the following grants; \$496 from OCTF and \$4,686 from both HMG EI and CC. This will increase revenue to Admin a total of \$5,182 which will appear as

January revenue. However, \$2,022 of this amount will have to go back to County Admin. for the Oct-Dec. 2015 admin reconciliation.

Ms. Matheson asked for a motion to recommend acceptance to the Steering Committee of the October – December 2015 Admin Reconciliation & Expense Reallocations. Motion to accept was made by Ms. Rubin and seconded by Mr. Voskuhl. The motion passed without exception.

MID-YEAR GRANT SPEND OUT DISCUSSION

A spreadsheet was prepared by Ms. Cordell and passed around to the group.

OCTF – Reiterating that this grant will be adding \$496 to our Admin fund that isn't included on this spreadsheet. The total expenses shown of \$20,020.27 represents the total amount we have expended for this grant, however we won't be reimbursed for \$2,753.93. The July 1 – July 24, 2015 time frame was not part of the program approval dates. The good news is that the County agreed to reimburse us for that amount.

As you look over the grants, we are underspending all of them to some degree.

Moving on to FCSS Ms. Lammers also highlighted a "Projected Expenditure Form" that is attached. This form is used when grant funds are not anticipated to be used. At this time, there is \$5,983 that will not be utilized from the FCSS funds. There is potential to request extra funds in June if they are needed. The two reasons why we are underspending in this grant are 1) in terms of providing direct services to families we have become much more discretionary in how the money is spent for recreation services. We have found that families have fostered dependence on these funds and it is not teaching them to access free or less expensive informal supports or to pre-plan their home budget to incorporate these activities and 2) with the ENGAGE grant we don't have to access as many dollars for service coordination. With the ENGAGE grant we are a little behind due to Ms. Wissman not coming on board until after the grant began.

Ms. Rubin inquired if ENGAGE would continue next Fiscal Year or if it was a one-time only grant? Ms. Lammers replied that it is a one-time only grant and that is where JFS dollars will come in next year.

Ms. Mayer inquired about the FCSS funding. Since there has been a decline in funding and how it is used she wanted to know if there is a way we could apply the funding to a different area. Ms. Lammers explained that FCSS dollars can only be used on direct services to families which does include service coordination and the families must be engaged in High Fidelity Wrap Around. It is not permissible to pay for therapeutic services. The funds must follow the child. Ms. Cordell added that towards the end of the year the funds had been allocated and the families didn't follow through such as the child not going to camp or not joining the Y. In that case it is too late to spend the money and it has to be returned.

2016 BUDGET

Ms. Lammers passed around a Council Funds Budget that she thought might be helpful. Included is a cover sheet that shows the total of all of the Council Funds. The next pages include separate sheets for each fund that show the 2015 Revised Budget and the 2015 Actuals and then what our current Budget is. There is also a column for changes that were noted as to why there may have been changes.

Ms. Cordell added a few highlights noting that for the Jamestown FRC we had to ask the County for more revenue for this fund because of the change in our ability to access Title XX dollars for the center due to not doing the food pantry any longer. Also, we discovered last year that we were not able to take 10% of "all" personnel expenses, only salaries which greatly reduced what Council Admin can get which reflected in the budget as well. We were able to recoup some of it because we were able to get more program management from some of our other programs. It's all going to work out about the same, it is just a different way of how the revenue comes in.

Ms. Lammers and Ms. Rubin are currently in conversations about how we might restructure the Resource Centers to access more TANF dollars in the future.

AGENDA ITEMS FOR NEXT MEETING IN MAY 2016

This was opened up to the group for suggestions. None were noted.

OTHER ITEMS AT THE DISCRETION OF CHAIR/DIRECTOR

There being no further business, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Approved:

Kim Cerney

Date *May 2, 2016*

Kim Cerney
Admin Support Tech
Family & Children First