

**FINANCE COMMITTEE MEETING MINUTES
DEVELOPMENTAL DISABILITIES COUNCIL OF OKLAHOMA**

DATE: Friday, December 10, 2021

TIME: 10:30 a.m.

PLACE: 2400 N. Lincoln Blvd., Sequoyah Bldg, Rm C-48, Oklahoma City, OK 73105

BE IT REMEMBERED that on Friday the tenth day of December, 2021, at the hour of 10:30 a.m., the Developmental Disabilities Council of Oklahoma Finance Committee met in Room C-48 of the Sequoyah Building at 2400 N. Lincoln Blvd. in Oklahoma City, Oklahoma.

NOTICE of the schedule of regular meetings of the Finance Committee for the calendar year 2021 have been given in writing to the Oklahoma Secretary of State, and public notice and agenda having been posted on the Developmental Disabilities Council of Oklahoma website (okddc.ok.gov) at or before 10:30 a.m. on Thursday, December 9, 2021, prior to the meeting on the glass windows at the front entry of the DDCO offices in accordance with the Oklahoma Open Meeting Act, 25 O.S. Section 311.

I Call to Order: Chair Sharon Garrity called the meeting to order at 10:43 a.m.

Present:	Robin Arter	DDCO Council Vice-Chair
	Sharon Garrity	Finance Cmte Chair
	AJ Griffin	DDCO Council Chair
	Alicia Murie	Finance Cmte Member

Absent:	John Corpolongo	ATO Cmte Chair
	Shelly Greenhaw	DDCO State Plan Cmte Chair (attended online)

Guest: none

Staff:	Jenifer Randle	DDCO Executive Director
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By roll call, having determined there were sufficient members to make a quorum, business was conducted.

ITEM PRESENTED BY THE CHAIR TO THE COMMITTEE – Mrs. Garrity

II Review of the Minutes of the Finance Committee Meeting of October 27, 2021

Discussion: The minutes from the October 27, 2021 finance meeting were reviewed.

ACTION: Motion by Murie and seconded by Griffin to approve the October 27, 2021 Finance Committee meeting minutes.

MOTION: Carried

AYES: Arter, Garrity, Griffin, Murie.

NAYS: None

ABSTAIN: None

ABSENT: Corpolongo, Greenhaw.

III Discussion & Possible Voting: Old & New Items:

A. Review & Discussion of October 2021 Financial Report – Sharon Garrity

Garrity reported she noticed many empty 'TBD' lines on the project list. Garrity reported the Council's 4-month average expenditures (page 7) are about \$75,000 and our annualized expenditure is \$899K. Garrity reported fiscal year 2022 money has not been received yet, but should be by January meeting for sure. She continued to report we are looking forward to the new projects approved.

Griffin asked how the RFP process was going. Randle explained that the Council could now talk with the Autism Foundation of Oklahoma. They understand the issue with match and the Council is awaiting a new budget. Randle explained that the contracts with smaller funding don't historically take long to complete.

Randle explained that the new budget passed in October left off past contracts that are still spent in this fiscal year. Randle, with Lewis assistance, suggested to use the funding for Partners and from pool for these funds. Randle explained that she felt better about reducing PIP and just starting fresh in SFY 2023, allowing new staff time to get in, etc.

ACTION: Motion by Arter and seconded by Murie to accept the Financial Report as presented.

MOTION: Carried

AYES: Arter, Garrity, Murie.

NAYS: None

ABSTAIN: None

ABSENT: Corpolongo, Greenhaw, Griffin.

B. Review and Discussion of CFOK Account – Sharon Garrity

Garrity reported payment for the Quickbooks subscription (Approx \$535) has been made. The cost did increase for this subscription this year. The last of the Supporting Families Funding has been expended through the LifeCourse Ambassador training for DDS Staff Darrin Thompson.

C. Contract Monitoring and RFP Update – Jenifer Randle

This report was made during the financial report update, in answering questions about RFPs.

IV Other New Business

Randle reported that she is working on arranging interviews for the Planning & Grants Management position. She will be asking Council Members to help with interviews. For the Administration Officer position, there are 40 applicants Randle is reviewing. Randle is asking for Laura Cope, with DDS, to help with interviews.

V ANNOUNCEMENTS

Welcome to new staff member, Bradley Mays.

VI ADJOURNMENT

ACTION: Murie moved and Arter seconded to adjourn.
MOTION: Carried
AYES: Arter, Garrity, Griffin Murie.
NAYS: None
ABSTAIN: None
ABSENT: Corpolongo, Greenhaw.

The meeting ended at 11:30 AM.