

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

DATE: Friday, January 28, 2022

TIME: 11:00 a.m.

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

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BE IT REMEMBERED that on Friday the 28 day of January 2022, at the hour of 11:00 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 2022 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 11:00 a.m. on Thursday, Friday 27, 2022, prior to the meeting on the DDCO website 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 11:02 a.m.

|                 |                |                         |
|-----------------|----------------|-------------------------|
| <b>Present:</b> | Robin Arter    | DDCO Council Vice-Chair |
|                 | Sharon Garrity | Finance Cmte Chair      |
|                 | AJ Griffin     | DDCO Council Chair      |
|                 | Alicia Murie   | Finance Cmte Member     |

|                |                 |  |
|----------------|-----------------|--|
| <b>Absent:</b> | John Corpolongo | ATO Cmte Chair (attended online)             |
|                | Shelly Greenhaw | DDCO State Plan Cmte Chair (attended online) |

**Guest:** None

|               |                |                         |
|---------------|----------------|-------------------------|
| <b>Staff:</b> | Jenifer Randle | DDCO Executive Director |
|---------------|----------------|-------------------------|

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 December 10, 2021**

Discussion: The minutes from the December 10, 2021 finance meeting were reviewed.

ACTION: Motion by Murie and seconded by Griffin to approve the December 10, 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 and Discussion of Community Foundation of Oklahoma (CFOK) Account – Sharon Garrity**

Mrs. Garrity reported the QuickBooks report and the CFOK balance sheet agrees. There is now one only account, as the NASDDDS grant for Supporting Families Community of Practice has expended. The current balance from donations is \$2780.85.

#### **B. Review and Discussion of December 2021 Financial Report – Mark Lewis**

Mr. Lewis reported discussed the December 2021 Financial Report. Lewis mentioned there have been very few expenditures. The Council had \$194,000 in direct expenditures between July 1 and December 30, 2021. Of that amount, about \$100,000 expended on payroll. This means about \$90,000 expended on Council activities. There has also been about \$47,000 in indirect costs expended (indirect costs are paid to DHS). This gives \$242,000 of total expenditures from July to December 2021. The Council should be near \$781,000 in expenditures at this time.

#### **C. Review and Discussion of SFY 2023 Budget – Sharon Garrity and Mark Lewis**

Mr. Lewis discussed budget availability for SFY 2023, estimated being \$1,196,276.

Ms. Randle discussed current expenditure projections and the FY23 requested budget items, starting with the OKSAN activity.

- OKSAN causes Randle concern in expending the full amount budgeted, because they have been under contract since July 2021.
- Randle anticipates to expend funding for FEAT with no further funding requested, except for the licensing agreement with KU, which is an annual expenditure.
- NASDDDS Community of Practice funding is expended and the same amount is requested to continue the support provided for the Supporting Families Community of Practice.
- The funding to help support People with Disabilities Awareness Day with the Department of Rehabilitation Services (DRS) should be expended, if in-person, but may change to a virtual training. We are requesting this same funding level to continue the partnership with DRS.
- The collaboration with the Oklahoma Department of Libraries is continuing and a contract is signed. This contract is for the creation of videos that would help organizations/individuals with creating online accessible websites as well as how-to videos for technology software (i.e. how to get on Zoom).
- Funding for conference support was nothing this year and requesting \$7500. This would be for conference support of the DDS symposium, Oklahoma Gathering, OK-APSE, etc.
- The Autism Foundation of Oklahoma is under contract and has begun work in developing trainings for employers of people with disabilities. There SFY 22 funding is reduced to \$75,000 and \$125,000 is requested next year.

- Oklahoma State’s post secondary program called Opportunity Orange is on track to expend the \$100,000 that was budgeted. No funding has been requested for FY 23.
- OAAALA will expend their funding by the end of FY 2022 in September.
- Alternatives to Guardianship webinar will expend its funding and no new request.
- DDCO Training tablets project with ABLE Tech should expend the amount because of technology. The new request for FY23 is \$10,000 to continue the maintenance and shipping.
- Oklahoma Autism Center’s project to increase capacity of professionals who can make an autism diagnosis in Oklahoma projected to spend \$102,146 of the budgeted \$133,885 and we are requesting \$100,000 for next year.
- Oklahoma Autism Center’s project to educate educational administrators on inclusive practices projected to expend their funding and we are requesting \$20,000 to host another inclusive summit targeting educators in FY23.
- The People Planning Together training with Better Lives will expend their funding.
- The Dept. of Mental Health contract for two Youth Summits not completed and due to this, we are suggesting a reduction of original budget to \$16,500 for FY22. No requested funding for FY23.
- Dale Rogers Training Center project to create an integrated competitive employment training video projected to expend this year and no further request asked.
- Work on the respite project with Sooner SUCCESS has begun and estimated to expend and request \$100,000 for next year.
- The contract for Inclusive employment training for employers in rural areas with NCDDET not completed and we are suggesting a reduction of contract to \$30,000 with no funding request for FY23.
- The historical Society has begun work for interviewing advocates and is predicted they will expend funding by September 2022. No request for FY23.
- The funding for the Recite Me tool bar for the website has been expended. We are requesting \$4995 to keep the tool bar.

ACTION: Motion by Arter and seconded by Murie to approve the FY 2023 proposed budget.  
MOTION: Carried  
AYES: Arter, Garrity, Griffin, Murie.  
NAYS: None  
ABSTAIN: None  
ABSENT: Corpolongo, Greenhaw.

**D. Contract Monitoring and RFP Update – Jenifer Randle**

This report was made during the review of the Council FY 23 budget request.

**IV Other New Business**

**V ANNOUNCEMENTS**

**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 12:00 p.m.