

**GREENE COUNTY FAMILY AND CHILDREN FIRST COUNCIL  
AUDIT FINANCE COMMITTEE  
 ESC, 360 E. Enon Road, Yellow Springs, Ohio 45387**

**MINUTES  
 MAY 2, 2022 (8:35 AM)**

**PRESENT:**

Jennifer Calhoun	GC Board of County Commissioners, Budget Analyst
Rebecca Cantrell	United Way of Greater Dayton Area, Director
Deb Cordell	GC Family & Children First, Fiscal Coordinator
Renee Crossman	GC Family & Children First, Admin Assistant
Pamela Hamer (Rep.) for Melissa Howell	GC Public Health Department, Commissioner
Brent Lewis	GC Family & Children First - Director
Debbie Matheson	Family Violence Prevention Center, Executive Director
Greta Mayer (Chair)	Mental Health & Recovery Board
Beth Rubin	GC Department of Job & Family Services, Director

Mr. Otto was not present; therefore Ms. Mayer CHAIRED the AF Meeting. She called the meeting to order at 8:35am.

**REVIEW/APPROVAL OF FEBRUARY, 2022 MEETING MINUTES**

Minutes for the February 2022 Audit/Finance Committee were reviewed. A motion to approve the Minutes was made by Ms. Rubin, and seconded by Ms. Calhoun. The motion passed without exception.

**REVIEW/ APPROVAL OF FISCAL REPORT: JANUARY THROUGH MARCH 2022**

**Family Stability:** Ms. Cordell stated that Family Stability should be at 25% for this quarter for both Revenue and Expenses, and we are a little lower at 16% on expenses due to a vacant part time position, and 35% on Revenue due to one-time payment from DODD and a semi-annual payment from Juvenile Court.

**Shared Youth Placement:** Ms. Cordell shared that SYP expenses for this quarter should be at 25%. Expense are at 21%, with Revenue at 36%, which is a bit higher due to 90-day increment payments from Multi-System Youth Funds (MSY), as we receive funding before the payment is due. In February we paid \$51,946 for placements for 6 children, and MSY covered \$24,037 of this expense. We have March placements obligated in the amount of \$47,187, with MSY covering \$26,613 of this. Additionally, we have 2 children who were eligible for PASSS funds through JFS in the amount of \$17,052. Revenue was received from GCJFS (\$13,403) for February placements and MHRB – March allocation (\$11,683).

**Help Me Grow Grant:** Ms. Cordell reported that we received the March invoice from GC Public Health which was processed and submitted to DODD for reimbursement. Expenses for July through March equaled 66% of the total budget, which was low due to having a vacant position. The target expenses for this quarter should have been at 75%. All is caught up with Help Me Grow.

**FCSS (Family Centered Services and Support):** This grant should be at 75% and our year to date expenses are 62%. In past years we typically have waited for summer camps and activities to spend the

majority of the funds. Our current clients have used a lot of respite as well as structured activities. We fully expect to spend the remainder of this grant.

**Council Admin:** Ms. Cordell explained that both our expenses and revenue were slightly over 25%, which has to do with the fact that we had the change in Council/County distribution at the end of February, therefore January and February were at the old percentages. The only expenses incurred were the annual Ohio Family and Children First Dues of \$125, with everything else being personnel related.

MS. Mayer put forth a motion to recommend acceptance of the Fiscal Report. Motion to accept was made by Ms. Calhoun, and seconded by Ms. Rubin. The motion passed without exception.

#### **REVIEW/APPROVAL OF FIRST QUARTER CY22 ADMIN RECONCILIATION**

Ms. Cordell presented a document showing the actual time worked between County and Council programs from January 2022 through March 2022 from Mr. Lewis, Ms. Crossman and herself. This report gives a clear picture of the total aggregate for all three months with County at 49% and Council at 51%, which actually coincides with our actual work time logs. This percentage may change next year due to the required two-year State Audits for all Council funds. Ms. Cordell noted January 2022 her hours were lower due to missing work because of COVID, but this is the true time spent on each program. An indirect reallocation will be paid to Council Admin from County Admin for the 1<sup>st</sup> quarter in the amount of \$3,228.76. Ms. Cordell will submit admin reconciliations to the AF Committee each quarter.

Motion to accept was made by Ms. Rubin, and seconded by Ms. Calhoun. The motion passed without exception.


#### **OTHER ITEMS AT DISCRETION OF CHAIR AND DIRECTOR**

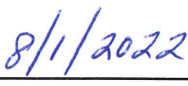
**STATEMENT OF CONTINUED INTEREST IN 2023:** Mr. Lewis mentioned that Ms. Crossman has prepared the Letters of Interest for 2023 for AF Committee Members, and we would appreciate it if you could please sign these on the table.

Ms. Mayer closed the meeting informing everyone that the next meeting will be on **Monday, August 1, 2022, at 8:30am, at Greene County ESC, 360 E. Enon Road, Yellow Springs, Ohio.**

There being no further business the meeting was **adjourned at 8:46am.**

Respectfully submitted.

  
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Renee Crossman, Admin. Support  
Greene County Family and Children First Council

  
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Approved Date: