

Finance Advisory Committee Meeting Minutes: Sep 6, 2023

Present were:

Mitch Gluck, FAC
Dennis Howe, FAC
Luke Moran, FAC

The meeting convened at 5pm with two members in absentia due to illness. Having a quorum, the meeting proceeded.

Review of All-Hands Briefing Charts

Prior to this evening's meeting, Joe Woodworth provided changes to Dennis which were accepted as necessary edits. Those changes were presented to the FAC this evening for acceptance. Attending FAC members approved the charts for presentation on September 11, 2023, 5pm.

Mitch brought up a concern that all Department Heads should be timely and responsive to FAC budget development engagement. Dennis stated this issue was already addressed with Shawn Talbot and the charts indicated the same sentiment. Dennis also stated that he invited the BOS to have the meeting floor during the BOS Guidance chart (Chart 2) to address their major concerns and emphasis for a successful 2024 Budget Development process.

Dennis emphasized that no FAC member should constrain any Department Head input during the Budget Development process. Rather, any items or amounts that appeared to extend beyond the 2023 baseline should be vetted using the priority system contained in the worksheet, but not excluded.

Review of 2024 Budget Worksheet and Completion Instructions

Mitch stated that the wording in the Budget Instruction section titled "Viewing the Budget Summary" should change from "... labeled "PivotTable." to "... labeled "Summary.". The change ensures continuity with the worksheet and instructions. The change was accepted and edited accordingly in the instructions.

Dennis reiterated the importance of not changing the cells formatted in Orange as they are numbers extracted from the Personnel tab of the worksheet. Changing them or modifying them could adversely affect correct reporting of personnel cost calculation. Dennis also indicated some cells were originally formatted in Orange that were not part of the summarized Personnel and related costs from the Personnel tab. They were originally coded orange to highlight it was a formula to concatenate two cells within the same table. The orange formatting will be removed from these cells.

Mitch wanted to know if it was the intention to provide the worksheet to Department Heads for them to complete. Dennis stated that the responsibility rests with the FAC members to return the worksheet intact and properly verified for inclusion into the consolidated roll-up for BOS review. However, if the Department Head felt confident enough to input the data directly, that was fine. Otherwise, it was the responsibility of the FAC member to complete the worksheet.

Dennis expressed concern that this worksheet contained more complicated formulas than the previous year. We may run into instances where some formulas could break and need repair when moving data via "cut and paste". Also, for continuity, should any modification be needed to accommodate personnel

changes or calculations, be sure to contact either Dennis Howe or Joe Woodworth to build or repair those cells.

Next steps

- Dennis: contact BOS to include modifications for All-Hands Briefing (BOS Guidance chart)
- BOS: FY24 Department Head Kickoff - Budget “All Hands Meeting” to be held on September 11th, 5pm.

Meeting Adjourned

The meeting was adjourned at 5:45pm.