

**Developmental Disabilities Resource Board
Finance Committee Minutes
November 21, 2014**

The committee met by conference call on Friday November 21st. at 3:30 pm. Present on the call were Steve Elliott, Chair, Tom Bradley, Bill Taylor and Brian O'Malley.

Steve noted that the committee had received a previous and a revised copies of the budget and a spreadsheet of the agency budgets approved at the November 18, 2014 Board Meeting. This revised spreadsheet also listed the waiver amounts each agency receives.

Steve then reviewed the changes to the administrative budget as compared to the budget presented to the Board on October 27, 2014. These changes included properly recording the base rent (\$400 x 34 staff 12 months) and the offset payments against utilities and janitor paid by Children's Therapy Services. There were other small changes on line items of the Kent Office expenses. There was a significant typo error regarding the funding at Northland Early Education Center that was corrected. Bill also noted the Concerned Care recreation budget was moved to give a better reflection of the funds Concerned Care receives.

Next, Steve discussed the Non waiver funds the Board receives from the Department of Mental Health. These funds are used for items such as medical equipment or eyeglasses not covered by Medicaid Waiver funds. However, the fund is not recorded on the profit and loss statement, thus not seen by the Board. The equity/liabilities of the fund is noted on the balance sheet which is not proper. Therefore, the auditor has been asked to make this adjustment. Thus, the 2015 budget reflects this change. Steve called attention to the income line item now called miscellaneous. Finally, Steve noted that the Department of Mental Health conducts a quarterly reconciliation of the Waiver invoice that results as a credit for us. The line item for these credits will be recorded under supportive services. A credit of \$20,000 has been set up for the 2015 budget. Steve then asked Tom if he had covered all the areas and Tom agreed that he had. Steve then moved that the proposed administrative budget as presented be recommended to the full board for approval. Tom seconded the motion and it passed unanimously.

There followed discussion of the logistics of preparing the material for the board. Bill also asked about the CD coming due toward the end of December and Brian will contact the bank for new terms.

Respectfully submitted,

Brian O'Malley