



Minutes

Committee Name: Budget Development Committee

Date: April 22, 2020

Time: 3:00 PM

Location: Zoom

Present: Lisa Couch, Frank Timpone, Kristie Nichols, Debbie Gregory, Jacob Kelley, Heather Ostash, Matt Crow, Matt Jones, Corey Marvin

Absent:

Non-members in attendance: Jill Board

1. **Call to Order** - 3:02pm
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes approved from 4/20 with no changes.
 - 3.1 **Lisa will update worksheet with travel reductions from the President's budget.** Lisa updated the budget request worksheet with the travel reductions from President Board and posted to the group.
 - 3.2 **The committee will review and score the remaining resource requests and one-time requests. They will provide the information to Lisa by 11am on April 22.** Action completed.
 - 3.3 **Lisa will compile scores received from members into the worksheet to be reviewed on April 22.** Lisa compiled the individual ratings, see agenda item #5.
4. **Discussion Items**
 - 4.1 **2020-21 Revenue/Expense Update** - Lisa provided the updated Revenue & Expense Summary as of April 22. The estimates include the reductions from President Boards travel and the removal of the one-time replacement plan for the community room furniture leaving \$510,023.24 on the reserve.



Minutes

5. Budget Request Review - The committee reviewed the individual scores that Lisa compiled in the Budget Request Rubric Summary beginning with the main building parking lot. The committee discussed each item in detail and came to an agreement on each rating. The following items were either removed or recommended for other funding sources:

- 409PI1, \$2,500 new digital camera - Heather indicated the camera can be removed and covered by categorical funding.
- 409PS1, \$2,000 paper folder - Debbie stated we could remove requests for this year because item is not being utilized.
- 406IT1, \$1,800 Zoom cameras for ESCC - Jill recommended funding this enhancement with the new CARES Act funding. There has been very little communication and Jill will continue to research funding guidelines.

The committee discussed the best approach to present a balanced budget by the due date. Everyone agreed to keep the committee review to the resource analysis and one-time requests for 20/21 that have been scored using the rubric. Lisa stated we can use the rubric ratings worksheet and filter by average, median or total. The committee can evaluate the different concepts to see which ones would give us the value to prioritize the request.

Action: Lisa will take the ratings we discussed and sort a variety of ways for the committee to evaluate at our next meeting.

As the rubric was applied and tested this year the committee noted several areas that need to be addressed. The committee will work to refine the following areas:

- Explained by Planning and Data Informed - There is some overlap between these areas. There may need to be an option to provide the direct link where information or planning document can be found including grants, financial obligation, task force or national data. There is also the question about whether we should limit our ratings based on what we see in the document versus what we know, for example, from a presentation.
- Replacement Plan - Link to plan and define elements to clarify need. Should these be published?
- Operation Efficiency & Relevance - Lots of overlap need a clearer distinction.
- Innovation - Does not apply to all areas, possible bonus points.
- Add “grant/financial obligation” to “legally required/compliance” element.

6. Review of Action Items -

6.1 Lisa will take the ratings we discussed and sort a variety of ways for the committee to evaluate at our next meeting.



Minutes

7. **Future Agenda Items** - Refine rubric.
8. **Meeting Recap for Report-Out** - The committee rated the remaining one-time request using the rubric and will be looking at different ways to prioritize those requests at our next meeting.

9. **Future Meeting Dates**

April 28, 2020 at 8:30AM

10. **Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler