



Audit/Finance Committee Meeting  
Wednesday, February 2, 2022 - 5:00 pm  
*via Zoom*

MINUTES

Committee Members Present: Alfred Mae Drakeford (Chairman), Julian Burns, Jim McCain, Vivian McGhaney, Dwight Stewart, Earl Wilson

Committee Members Not Present: Grady Brown, Sen. Kevin Johnson, Rep. David Weeks, Chuck Wilson

Guest(s): none

Staff Present: Areatha Clark, Dennis Cyphers, Linda Jackson, Rachel Katorkas, Denise Stephens, Brandy Del Rio

1. **Welcome and Call to Order** - Chairman Alfred Mae Drakeford called the meeting to order at 5:03pm.
2. **Invocation and Pledge of Allegiance** - Chairman Drakeford provided the invocation, followed by the Pledge of Allegiance.
3. **Determination of Quorum** - Chairman Drakeford verified that a quorum was present.
4. **Adoption of Agenda** - Chairman Drakeford entertained a motion to approve the Agenda. A motion was made by Julian Burns and seconded by Dwight Stewart. All were in favor and the motion passed unanimously.
5. **Adoption of Previous Meeting Minutes** - Chairman Drakeford entertained a motion to approve the previous meeting minutes from December 1, 2021. A motion was made by Julian Burns and seconded by Jim McCain. All were in favor and the motion passed unanimously.
6. **Membership Dues Request for FY22-23** - Rachel Katorkas provided staff's recommendation for membership support for FY2022-2023. The total request of \$290,347 has not changed from the previous three years. The breakout between jurisdictions is based on population, so due to the population changes

as recorded in the last census, the amounts per jurisdiction have changed. Each member's share is based on population, not on number of seats on the board. The committee and then the board must approve the amounts of the membership support requests in order to finalize the COG's budget and before staff can submit these requests to the city and county councils for inclusion in their budgets. A motion was made by Julian Burns and seconded by Jim McCain. All were in favor and the motion passed unanimously.

7. **Staff Briefing** - Mrs. Katorkas provided the following information:
  - a. *Update on vehicle purchase and sale*: Staff is in the process of finalizing the purchase of the leased vehicles. Once that is complete, we need to keep 3 of the vehicles instead of 2 because our 3 assessors in HHS are required to begin doing in-person assessments of seniors again. It will be more cost effective to keep that third vehicle rather than sell it and purchase another vehicle.
  - b. *Update on status of audit and budget proposals*: The audit is being completed as we speak. The auditor is scheduled to make a presentation to the board on Feb. 7<sup>th</sup>. The presentation will primarily address whether there were any findings or concerns as the report will still need to be thoroughly reviewed before finalized. Once it is finalized, it will be emailed to all board members unless a hard copy is requested. The proposed budget amendment for the current year and the budget for next fiscal year will be presented to the committee at the next meeting on March 9<sup>th</sup>.
  - c. *Review of Finance Report for Dec. 2021*: A third page was added to the report that is normally submitted. That page shows a summary of revenue and expenses by fund as well as more information on the COG's fund balance.
8. **Other Business** - none
9. **Adjournment** - The committee meeting adjourned at 5:26pm.

Respectfully Submitted,



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Rachel Katorkas  
Chief, Finance Department