



**Audit-Finance Committee Meeting**  
**Thursday, May 30, 2024 – 6:00 pm**  
*via Zoom*

**MINUTES**

**Committee Members Present:** Alfred Mae Drakeford (Chairman), Wayne Hancock, Jim McCain, Vivian McGhaney, Dwight Stewart

**Committee Members Not Present:** Kevin Johnson, David Weeks, Earl Wilson

**Guest(s):** none

**Staff Present:** Dennis Cyphers, Quentina Gregg, Rachel Katorkas

1. **Welcome and Call to Order** – Chairman Alfred Mae Drakeford called the meeting to order at 6:02pm.
2. **Invocation and Pledge of Allegiance** – Chairman Drakeford provided the invocation and led the Committee in 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. The motion was made by Mr. Jim McCain and seconded by Mr. 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 May 20, 2024. A motion was made by Mr. McCain and seconded by Mr. Stewart. All were in favor and the motion passed unanimously.
6. **Discussion & Recommendation of Budget Proposals** – Rachel Katorkas informed the Committee that staff had some additional items that they wanted to incorporate into the budget proposals before they were voted on. The Committee was provided with the original budget proposals that were presented at the May 20<sup>th</sup> meeting, as well as updated versions of each budget.

In the FY23-24 Budget Amendment, there were salary adjustments in Government Services, changes to some membership dues and subscription fees, and the purchase of shirts with the COG logo, which is needed for many staff when they are out in the field. These changes had an overall effect on the budget amendment by decreasing the fund balance an additional \$6k to -\$594,900 for the year.


In the FY24-25 Budget, the staffing changes that were made in the FY23-24 budget amendment needed to be brought forward to next year's budget. In addition, there were changes to estimated costs for the Board Retreat, the SCCOG Conference, potential increase to SC Works Camden lease costs, subscription fees, and independent contractor costs for the Financial Administration Services that we expect to provide in the new fiscal year. Staff also included an additional Technical Assistance agreement on the revenue side for Government Services. Overall, that brings the projected change in fund balance for FY24-25 to \$238,343, which is down from the \$260,549 that was in the original version

of the FY24-25 Budget Proposal. Mrs. Katorkas reminded the Committee that this is still a very conservative budget.

There being no questions, Chairman Drakeford entertained a motion to recommend to the Board approval of the proposed FY23-24 Budget Amendment and FY24-25 Budget. A motion was made by Mr. McCain and seconded by Mrs. Vivian McGhaney. All were in favor and the motion passed unanimously.

7. **Executive Director's Report** – Mr. Dennis Cyphers thanked Mrs. Katorkas for making the adjustments to the budgets while she was sick and having everything ready for tonight's meeting.
8. **Chairman's Remarks** – Chairman Drakeford thanked staff for their work in preparing the budgets.
9. **Adjournment** – The committee meeting adjourned at 6:15pm.

Respectfully Submitted,



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Rachel Katorkas