

**Escambia Children's Trust**  
**Finance and Operations Meeting**  
**March 6, 2023 @ 2:00 PM**

Open to the public at 1000 College Blvd., Building 11, Room 1102  
Pensacola, FL 32504

**MINUTES**

<b>Meeting Title:</b>	Finance and Operations Committee		
<b>Date:</b>	March 6, 2023	<b>Time:</b>	9:00 AM
<b>Location:</b>	1000 College Blvd., Bldg. 11, Room 1102, Pensacola, FL 32504		
<b>Chair:</b>	David Peaden	<b>Scribe:</b>	Alma Ellis
<b>Participants:</b>	<p><b>Board Members:</b> David Peaden, Tori Woods</p> <p><b>Staff/advisors:</b> Tammy Greer, Executive Director; Tammy Abrams, Director of Finance and Operations; Alma Ellis, Board Liaison/Administrative Specialist, Dr. Kimberly Krupa, Director of Programs and Performance, Richard Stone, Program and Research Coordinator,</p>		
<b>Not Present:</b>	Patty Hightower, Stephanie White		

- **Call To Order**
- **Public Comment Regarding Agenda**
  - No public comments
- **2021-2022 Audit Presentation**
  - 2022-2023 Audit review delivered by Sandy Queen of Brown, Thornton, Pacenta and Company.
  - There was one minor finding related to policies. (Separate bank account for payroll and Level II background screening). The Board has already eliminated the policy requiring a separate bank account for payroll and the Trust has already been set up in VECHS. Tammy Abrams has received training and has been certified in the usage of VECHS.
  - Audit finding should be removed next year.
- **Review of Financial Statements**
  - Tammy Abrams reviewed the highlights financial statements.
  - There were no major transactions out of the norm.
  - We are increasing our program expenses versus administration expenses being slow. As the OST programs begin submitting invoices, the program expenses will begin to rise.
  - The Executive Director and Finance Director are working on a time study to document the amount of time they spend working with grantees. Once the study is complete, their time will be allocated to Programs which will bring Administrative Costs down.
  - We are running about 7.65% on expenses and 105% on revenue (due to under budgeting for interest).

○ **Discussion Items**

○ Help Me Grow

- ITB is ready for release
- Release timing is right on target with Quarter Three of the ECT Strategic Plan
- The applications has been loaded in SAMIS
- Staff has been working on this ITB for two months, met with 30 people and 12 agencies in building the ITB.
- Dr. Northup reviewed the Help Me Grow concept with the Committee.
- Finance Committee agreed to make recommendation to the Board to approve Resolution 2023-02 authorizing the Trust staff to issue ITB 2023-02, "Help Me Grow" as presented.

○ Anglin Two-Month Notice

- Staff presented Resolution 2023-04 authorizing termination of services with Anglin Reichmann Armstrong for review and approval
- Finance committee reviewed and will present to the Board for approval.

○ Office Space Lease Renewal

- Staff advised Finance Committee the current lease expires April 30
- Staff has a meeting scheduled with Dr. Meadows, PSC President, on March 13, 2023, to discuss a possible larger area to lease.
- Staff will follow up with Finance Committee at April meeting.

○ FY2022-2023 Budget Amendment

- This item tabled until April meeting.

○ New Check Signers

- Staff presented Resolution 2023-02, New Check Signers, for review and approval.
- Finance Committee reviewed and will present to the Board for approval.

○ Bid for Strategic Planning Facilitation

- Staff only received one bid from idgroup for strategic planning.
- Staff advertised the ITB via the ECT website, Linked-In, Facebook, ECT Newsletter, and reached out to Lynn Cunningham, Appleyard Agency, Wanda Taylor, Ernest and Young in an attempt to receive a number of bids.
- Idgroup presented two options (1) \$112,802.00 and (2) \$86,553.00. Easy comparison can be done by seeing pages 28 and 30.
- Finance Committee will bring up to the Board for discussion and vote.

○ Draft Budget for Children's Summit

- This item tabled until April meeting.

**Adjournment**

With no further business, this meeting was adjourned.