



FINANCE COMMITTEE MINUTES

Thursday, January 26, 2023, 9:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

Chair of the Committee, Commissioner Mark Higgins called the Finance Committee meeting to order at 9:06 A.M. on Thursday, January 26, 2023.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Commissioner Steve Dershem, Administrator John Franek, Jr., Controller Jason Moser, Deputy Controller Terri Fisher, and Contract/Procurement Analyst Lisa Kerns.

County personnel present included Natalie Corman and Julie Lutz.

Guests present included Ed Zack of Susquehanna Accounting and Consulting Solutions, Inc.

II. PUBLIC COMMENT

There were no comments received from the public.

III. ADDITIONS TO THE AGENDA

There were no additions made to the agenda.

IV. MEETING MINUTES

The Committee will consider approving the minutes from the Finance Committee meetings held on Thursday, December 29, 2022 and January 19, 2023.

Action: *On a motion by Deputy Controller Fisher and seconded by Controller Moser, the Committee voted unanimously to approve the minutes of December 29, 2022 and January 19, 2023.*

V. OLD BUSINESS

A. ERP System Update

Controller Moser reported that the ERP system committee met last Thursday, and they had a consensus for a recommendation to the Board of Commissioners on the software provider. At this Tuesday's meeting, they plan to recommend to the Board of Commissioners to enter into contract negotiations. Consultant Plante Moran recommended to not announce the provider until contract negotiations are complete.

FINANCE COMMITTEE MINUTES
THURSDAY, JANUARY 26, 2023
PAGE 2

VI. NEW BUSINESS

A. Financial Reports for December

Ed Zack provided an overview of the December reports which included expenditures, revenues, overtime, and real estate taxes collected. Regarding expenditures, he noted that almost all of the departments were inline. He reported that total expenditures for the General Fund were at 93.46% of the budget. In expenditures for other funds, he said that they were all inline except Adult Services, which will be covered by ERAP funds. In revenues, some of the departments are down, but \$3.8 million in ARP funds were budgeted to cover. In the summary report, Ed pointed out that that it's down by \$2.1 million, but factoring the ARPA funds, it would be up \$1.6 million. In some of the other funds, the revenue numbers for grant funds are lagging behind. He also mentioned that Transportation is over by \$700,000 due to new vehicles purchased, though it was encumbered. In the overtime reports, all of the budgeted overtime is over budget, but the budgeted amount for salaries can cover the overtime. In the real estate tax report that he provided, 99% of the real estate and debt service is collected. Looking at the trend from previous years, he is confident that we will hit the budgeted numbers.

Commissioner Dershem joined the meeting during the overview.

VII. DISCUSSION ITEMS

There were no discussion items.

VIII. ANNOUNCEMENTS

- A. The next Finance Committee meeting is scheduled for Thursday, February 23, 2023, at 9:00 A.M. in Room 146 of the Willowbank Office Building.

IX. ADJOURNMENT

On a motion by Commissioner Concepcion and seconded by Controller Moser, the Committee voted unanimously to adjourn the meeting at 9:39 A.M.

ATTEST

John Franek, Jr.
Administrator