



FINANCE COMMITTEE MINUTES

Thursday, January 27, 2022, 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 9:07 AM on Thursday, January 27, 2022.

In attendance were Commissioner Mark Higgins, Commissioner Steven Dershem, Administrator Margaret Gray, Controller Jason Moser, Deputy Controller Terri Fisher, Treasurer Colleen Kennedy, and Contract/Procurement Analyst Lisa Kerns.

County personnel present included Julie Lutz and Travis Walker.

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 meeting held on Thursday, December 30, 2021.

Action: *On a motion by Controller Moser, seconded by Commissioner Dershem, the Committee voted unanimously to approve the minutes of December 30, 2021.*

V. OLD BUSINESS

A. ERP/Finance system update.

Controller Moser provided Committee members with a copy of a Request for Professional Services for an Enterprise Resource Planning Consultant for review. He hopes the Request for Professional Services will go out in the next week or two and is confident they will have a good range of vendors and consultants from which to choose.

VI. NEW BUSINESS

A. 2022 Indirect Cost update.

Ed Zack reported that a budget amendment would be on today's Board of

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Commissioners' meeting agenda to increase indirect costs to Domestic Relations from the general fund, missed in the process of the budget. He indicated the amendment has no real effect on the overall budget. Margaret Gray added that it is basically a line item needed for submitting State reporting.

B. Financial reports for December 2021 – Susquehanna Accounting & Consulting Solutions, Inc.

Ed provided a review of the December reports, summarizing expenditures, revenues, overtime and other funds. He noted that December's figures also include the 13th period due to the Controller's office accruals, and he will provide December reports again at the next Finance Committee meeting. He reported that both expenditures and revenues in the General Fund were running behind the budgeted amount due to the pandemic, with taxes being over 100% of the budgeted amount. In other funds, Ed reported that expenditures are under budget at 91% in the agencies, with revenue for Transportation and Children and Youth lagging behind the budget

C. Bond Counsel selection.

Margaret reported that Eckert Seamans was approved by the Board of Commissioners for bond counsel for the financing project related to Centre Crest. She met with them, along with PFM, for an overview. Information the Board will need to provide to them includes how much County money, if any, will be used and what percentage of the building's square footage would be leased out, and would that include non-profits. These items would impact the financing of the project. Margaret said the project is moving along and they will be meeting again soon.

VII. DISCUSSION ITEMS

There were no discussion items.

VIII. ANNOUNCEMENTS

The next Finance Committee meeting date is scheduled for Thursday, February 24, 2022, at 9:00 AM in Room 146 of the Willowbank Office Building.

IX. ADJOURNMENT

On a motion by Commissioner Dershem, seconded by Controller Moser, the Committee voted unanimously to adjourn the meeting at 9:26 AM.

ATTEST

Margaret N. Gray
Administrator