



## FINANCE COMMITTEE MINUTES

Thursday, August 31, 2023, 9:00 A.M.

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

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### I. CALL TO ORDER

Chair of the Committee, Commissioner Mark Higgins called the Finance Committee meeting to order at 9:04 A.M. on Thursday, August 31, 2023.

In attendance were Commissioner Mark Higgins, Commissioner Amber Concepcion, Administrator John Franek, Jr., Director of Finance and Budget Richard Killian, Treasurer Colleen Kennedy, Controller Jason Moser, and Deputy Controller Terri Fisher.

No County personnel were present.

No guests were present.

### 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. OLD BUSINESS

#### A. ERP System Update

Controller Moser reported that this week they had in-person training sessions with Univerus, with remote sessions over the past few weeks. Projects and grants management sessions were held this week. He and Richard Killian have been working with Univerus on the organizational chart and chart of accounts also this past week. This will align with recommendations and future reporting requirements. He said they are making good progress and working on the right time track.

### V. NEW BUSINESS

#### A. 2022 Single Audit Update – Maher Duessel

Controller Moser introduced Bob Bellicose of Maher Duessel for the update. Bob said the audit is in process. They audited four major programs this year: foster care, adoption assistance, Covid-funded programs, and ARPA funding. He also said the audit is essentially complete and they don't anticipate any findings. The audit will be

ready September 15, so there will be time to review it by the September 30 deadline. Bob will return for a review at the September 28 Finance Committee meeting.

B. Interest Earnings for July

Treasurer Kennedy presented the interest earnings report for July. She said the news continues to be good for July. The average yield for the M&T account is up and the prime accounts are up. She commented that we are on track to probably triple the total interest earned by the end of the year, compared to 2022. She also mentioned the July report reflects transfers of a \$2 million in general obligation bonds account coming to maturity and \$6.5 million moved from the money market to the General Fund.

C. Financial Reports for July

Richard Killian reviewed the July reports – 7 months or 58% through the year. He highlighted that the county-wide spending rate was 50%, which is less than expected at 58%. The expenditures and revenue summary by fund reflects the 2022 unassigned fund balance of \$9.2 million. The General Fund total spending rate was 53%, with all other funds at 50%.

In overtime, the percent of salary was 4.2%, less than the benchmark of 10%. The real estate tax schedule included a graph comparing the actual revenue to budget since 2015, which showed the trend that revenue was usually over-budgeted. Salary and benefits by category had a spending rate of 55.4%. The report also included a listing of vacancies by department showing 38 positions. Richard also included a budget control report created as a tool for departments to monitor their budgets.

VI. DISCUSSION ITEMS

There were no discussion items.

VII. ANNOUNCEMENTS

- A. The next Finance Committee meeting is scheduled for Thursday, September 28, 2023, at 9:00 A.M. in Room 146 of the Willowbank Office Building.

VIII. ADJOURNMENT

On a motion by Controller Moser, and seconded by Deputy Controller Fisher, the Committee voted unanimously to adjourn the meeting at 9:36 A.M.

ATTEST

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John Franek, Jr.  
Administrator