

ESS Finance Subcommittee

September 7, 2021

Members Present: Laura McKeever, Sheri Jones and Stacie Herridge

Other Participants: Phil Dunshee, Lisa Long, Kati Ross, Leah Champion and Andrew Howe

Meeting Summary

The Subcommittee reviewed the August 5, 2021, meeting summary. Stacie Herridge made a motion to approve the meeting summary. Sheri Jones seconded, and the motion was approved.

Accounts Receivable Report

The Subcommittee received an update regarding outstanding accounts receivable items. There was one remaining receivable associated with a county that has not yet remitted payment for FY 2022 local service provider maintenance expenses.

Monthly Payments Reports

The Project Manager presented the Subcommittee with the monthly payment reports for September. Sheri Jones made a motion to accept and approve the September monthly payments reports. Stacie Herridge seconded, and the motion was approved.

Fund 255 Reimbursement Invoice

The Subcommittee reviewed the monthly Fund 25 reimbursement invoice for September. Bills included CSI, \$10,226.56; Oasis \$17,142.99 and \$17,389.43 and Lean Techniques, \$12,525.00 and \$14,850.00. Stacie Herridge made a motion to approve the September Fund 255 reimbursement invoice. Laura McKeever seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the July 2021 Financial Reports. Sheri Jones made a motion to approve the July 2021 Financial Reports. Stacie Herridge seconded, and the motion was approved.

Development Services Update

The Project Manager provided an update for on-going development work for the E-Submission Customer Interface with We Write Code, and work on the payment application with Lean Techniques. It was reported that there is a lot of hard work ahead and that the submitter interface is anticipated to be deployed in the late Fall.

Planning & Budget Updates

The Project Manager provided the subcommittee with some insights regarding upcoming budget discussions that will likely occur. This includes potential for new staff positions. Discussion will continue in October, and budget action is planned for November.

August Metrics Review

The Project Manager reported that there is an anticipated flattening of the curve ahead with e-submission activity, however there was an uptick in the number of e-submissions in August. There continues to be incremental increases in e-submission and continued adoption by new customers.

The Meeting was adjourned at 9:13 AM