

ESS Finance Subcommittee
February 8, 2022

Members Present: Geralyn Greer, Laura McKeever, Lisa Kent, Stacie Herridge, Sheri Jones, and Amy Assink

Other Participants: Katie New, Lisa Long, Leah Champion, and Phil Dunshee

Meeting Summary

The Subcommittee reviewed the January 6, 2022 meeting summary. Geralyn Greer made a motion to approve the meeting summary. Stacie Herridge seconded, and the motion was approved.

Accounts Receivable Report

A reimbursement payment pending from Fund 255 was discussed, as well as a few minor outstanding payments from customers and counties. Lisa Long reported that she would be following up with the State Treasurer's office regarding the Fund 255 payment.

Monthly Payments Reports

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

Fund 255 Reimbursement Invoice

The Subcommittee reviewed and approved the monthly Fund 255 reimbursement invoice for January. Bills included CSI, \$9,450.03; Oasis, \$24,196.84 and \$26,461.30; We Write Code, \$14,155.00 and Lean Techniques, \$6,600.00. Sheri Jones made a motion to approve the January Fund 255 Reimbursement invoice. Amy Assink seconded, and the motion was approved.

Monthly Financial Reports

The Subcommittee reviewed the December, 2021 and the annual Financial Reports. Stacie Herridge made a motion to approve the December, 2021 Financial Reports. Geralyn Greer seconded, and the motion was approved.

BOA Reserve Fund Allocation

The Project Manager presented a memo concerning the reserve accounts and recommended the allocation of \$220,667.46 to the Software Development and Equipment Maintenance Fund from the Bank of America operating account. Geralyn Greer made a motion to authorize the allocation of funds from the BOA operating account to the specified reserve fund. Laura McKeever seconded, and the motion was approved.

Assignment of Credits for E-Submission

The Project Manager reviewed a February 8, 2022 memo regarding the calendar year 2022 maintenance credits. It was recommended that an adjustment in the formula be made to ensure that each county would receive a credit that is no less than the credit granted in 2021. Counties with higher E-Submission

ratios would still receive a higher credit amount. The Subcommittee was reminded that both the Finance Subcommittee and ESS Coordinating Committee had previously approved an increase in the budget amount for cost share credits from \$150,000 to \$165,000. Additionally, it would be feasible to increase the credit granted to all counties by \$125.00. This would increase the actual expenditure to \$160,572.69. The total amount of credits granted would remain within the \$165,000.00 budgeted amount. Stacie Herridge made a motion to recommend approval of the credit amounts for 2022. The credit amounts would be based on the formula, adjusted to ensure no county receives less than in 2021, plus an additional \$125 for each county. Amy Assink seconded, and the motion was approved.

BOA Account Modification Status

The Project Manager provided an update on a possible transition from Bank of America to a different bank with treasury management experience. Bank of America requirements have delayed set up of a new account with BOA, and it is necessary to identify alternatives. An RFP has been drafted to identify qualified applicants but has not yet been distributed.

The meeting was adjourned at 9:36 AM