

## FINANCE COMMITTEE SPECIAL MEETING MINUTES

Tuesday, November 28, 2023 10:00 AM

### 1. OPENING

#### A. CALL TO ORDER

Chairman Gray called the meeting to order at 10 a.m.

#### B. ESTABLISH A QUORUM

A quorum was established.

Committee members present: Chairman Tom Gray, Cheryl McDowell, David Pierson, Karen Chrisman, and Keith Hinrichsen. Scott McCann was absent.

Staff present: Matthew McElhenie, General Manager (via Zoom); Haley Dodson, Confidential Administrative Assistant, and Denise Fritz, Administrative Department Manager.

#### C. CHAIRMAN'S REPORT

Chair Gray introduced Keith Hinrichsen as our new committee member. Keith gave a brief overview of his bio.

#### D. COMMITTEE MEMBER COMMUNICATIONS

No member communications.

#### E. AD HOC SUBCOMMITTEE REPORTS

Mr. Pierson gave a review of the recent work of the Revenue Enhancement Ad Hoc and asked that their final report be received by the committee at the January meeting to discuss and consider recommendations to the Board of Directors.

Ms. Chrisman stated the Reserve Ad Hoc had not met since last meeting.

Public Comment:  
Shannon Sutherland

#### F. AD HOC SUBCOMMITTEE APPOINTMENTS

Mr. Hinrichsen agreed to be appointed to both the Revenue Enhancement and Reserve Ad Hoc subcommittees.

### 2. PUBLIC COMMENT ON AGENDA ITEMS

Public Comment:  
Shannon Sutherland

### 3. CONSENT AGENDA

A. Consideration to Approve the October 17, 2023, Joint Special Meeting Minutes and October 24, 2023 Regular Meeting Minutes

Mr. Pierson moved to approve the minutes as amended during committee discussion.

Mr. Hinrichsen seconded.

Motion passed 4-0.

#### **4. REGULAR BUSINESS**

##### **A. Discussion and Consideration of 2024 Finance Committee Meeting Dates**

The meeting schedule for 2024 will be the fourth Tuesday of each month at 10 AM. November and December will be a combined meeting with a date set on December 10<sup>th</sup> at 10 AM. Chair Gray clarified the Brown Act requirement for committee members.

Mr. Pierson moved to approve the 2024 Finance Committee meeting schedule.

Mr. Hinrichsen seconded.

Motion passed 4-0.

##### **B. Discuss, Review and Approve the Budget Policy Revisions and Approve Recommendations to the CCSD Board of Directors**

Ms. Fritz reviewed the new policy and discussed the changes. She recommended more work be done to the Overhead and Income Allocation areas. Ms. Chrisman and Chair Gray offered grammatical changes to be incorporated.

Public Comment:  
Jeff Wilson

Mr. Pierson moved to approve the new policy and recommend it to the Board with the changes discussed.

Vice Chair McDowell seconded.

Motion passed 4-0.

#### **5. FUTURE AGENDA ITEMS**

Chair Gray asked for any future agenda items.

The Revenue Enhancement Ad Hoc report will be received for discussion and consideration.

The Budget Policy Ad Hoc will be reconstituted to address the Overhead and Income Allocation areas.

#### **6. ADJOURN**

Chair Gray adjourned the meeting at 11:19 a.m.