

Beaufort County School District Finance Committee Meeting Minutes		DATE: February 20, 2020 TIME: 5:30 PM Location: Hilton Head Library
Members present	JoAnn Orischak (Chair), Richard Geier Rachel Wisnefski joined via phone	
Others present	John Dowling, William Smith, Tonya Crosby, Reggie Murphy; Community member; Tony Cambria	
Call to Order	Ms. JoAnn Orischak called the meeting to order at 5:03 PM. followed by the pledge of allegiance.	
Approval of Agenda	Motion to Approve the Agenda	
Action	Colonel Geier made the motion to approve the agenda. The motion was seconded by Dr. Rachel Wisnefski. The motion passed 3/0.	
Approval of Minutes	Motion to Approve the January 14, 2020 Committee Meeting Minutes	
Action	Colonel Geier made the motion to approve the minutes. The motion was seconded by Dr. Rachel Wisnefski. The motion passed 3/0.	
Public Comment	No Public Comments.	
Agenda topic	P.E. 3.7 Monitoring FY 2020 Second Quarter Financial Statements	
Highlights	<ul style="list-style-type: none"> • Mrs. Tonya Crosby presented the 2nd Quarter FY20 Financial Summary. • She provided a report that was dived into the following areas: <ul style="list-style-type: none"> ✚ General Fund Summary ✚ General Fund Revenue Detail ✚ General Fund Expenditure Detail ✚ Special Revenue Summary ✚ Debt Service Fund Summary ✚ Capital Projects Summary ✚ Internal Service Fund Summary ✚ School Food Service Fund Summary ✚ Pupil Activity Fund Summary ✚ 8% Detail ✚ Referendum Detail. • Local Revenues – Local property tax collections at the end of the 2nd quarter FY20 are reported at 50.9% prior year collections were 47.3% • The Tax Anticipation Note (TAN) used to fund the general operations of the school district during periods of slow tax revenue in the fall. This was paid back. • State Revenues – State Revenues are 41T at the end of the 2nd quarter; prior year collection was 40.2%. These are Title I funds, EIA funds, etc. A contribution credit was received from PEBA in the amount of \$1.2 million. • Mrs. Crosby stated we are currently on track. Revenue is good. • General Fund Expenditures. – Total spending is reported at 41.7% of the budget; prior year’s spending was 41.9%. • Mrs. Crosby addressed committee questions and concerns. <p>Colonel Geier made the motion that the Finance Committee recommend to the full Board the acceptance of P.E. 3.7 Monitoring FY 2020 Second Quarter Financial Statements. The motion was seconded by Dr. Rachel Wisnefski. The motion passed 3/0.</p>	
Agenda topic	P.E.4.5 Minority Women Owned Business Enterprise Report	
Highlights	<ul style="list-style-type: none"> • Mrs. Crosby presented the Semi-Annual Progress Report. The report is covering the period of July 1 through December 31, 2019. 	

	<ul style="list-style-type: none"> • The Goal established for MWBE Utilization report during FY 2020 is 20% of controllable budget of contracts and service expenditures. Mrs. Crosby explained how that goal was determined. • The report captures certified and non-certified MWBE's. The total dollars expended for award to certified MWBE's were \$275,357.25 (.57% of the controllable budget) • The total dollars expended for awards to non-certified MWBE's were \$797,827.44 (1.66% of controllable budget) • The total dollars expended for awards to all MWBE's were \$1,073,184.69 (2.23% of controllable budget). • They were not able to reach the goal of 20%. • Mrs. Crosby shared that the administration had meetings with Mr. Larry Holman from the Black Chamber, Mr. Neal, from Neal Construction (black owned) and Mr. Jarbori, from the Gullah radio to discussed ways of getting information to minority vendors. Partnering with the chamber in hosting job fairs. Also increase the different outlets for advertisements. Providing more opportunities in reaching minority vendors. • Mrs. Crosby also stated that they would be advertising in additional outlets, like the Gullah sentinel. <p>Colonel Geier made the motion that the Finance Committee recommend to the full Board the acceptance of P.E.4.5. The motion was seconded by Dr. Rachel Wisnefski. The motion passed 3/0.</p>
Agenda Topic	Revised Timeline for informal Solicitation of Bond Counsel
Highlights	<ul style="list-style-type: none"> • Mrs. Crosby explained reminded the committee what an RFI should for. It is an informal process to Request Information for attorneys providing bond counsel services. The timeline has been moved from February 4th to begin in March. • Mrs. Crosby also recommended that there should be two meetings; one to narrow the number to interview and the second should be a face to face interview. • There was discussion as who would the Bond Counsel work for. • The same process will be followed like the Superintendent's search. The staff would reach out to several attorneys that do this work. <p>Mrs. JoAnn Orischak made the motion that the Finance Committee recommend to the full Board the proposed timeline for request for information for Bond Counsel. The motion was seconded by Colonel Geier. The motion passed 3/0.</p>
Agenda Topic	<ul style="list-style-type: none"> • Discussion on Impact Fees
	<ul style="list-style-type: none"> • Colonel Geier spoke with one of the County Council members who suggested that the Beaufort School Board should meet recommended that the chair of the finance committee contact the chair of the county council finance committee to meet. • Mrs. Orischak reminded the committee that the Board already took a vote for the full Board to meet jointly with the full County Council Board. • Mr. Smith stated that he was going back to County Council for a follow-up to the Board's action to have a joint meeting with County Council. • Dr. Wisnefski had questions regarding cost analysis regarding land acquisitions concerning impact fees. • Tonya will submit Rachel's question to the consultant Tischler Base. • Colonel Geier is suggesting that there be stake holder meeting prior to the Board deciding an option. • It was suggested that the County and the School Board have one set of stake holder meetings with the contractor. <p>Mrs. JoAnn Orischak made the motion that the Finance Committee recommend to the full Board the adoption of Option 1 on page 12 of the Impact Fee Study dated December 10th 2019. Dr. Rachel Wisnefski.</p> <p>Mrs. Orischak withdrew her motion.</p> <ul style="list-style-type: none"> • Tonya volunteered to reach out to the Ashley Jacobs to perhaps coordinate some dates for a stake holders' meeting.

Future Topics	<ul style="list-style-type: none"> • Develop Procurement Advisory Committee
Adjournment	The meeting adjourned at 7:00 PM
Next meeting date/location	The next meeting date will be on March 19 at 5:00 at the DESC for a regular finance meeting. The policy meeting will be determined at a later date.

(Signature on Official File Copy) _____

Date: May 14, 2020

JoAnn Orischak, Board of Education Finance Committee Chair
 Minutes prepared by Robyn Cushingberry, Executive Assistant