



Ottawa Hills

Local Schools

Finance and Audit Committee Meeting
Tuesday, January 16 · 2:00 – 3:00pm

Video call link: <https://meet.google.com/wee-uiug-dvm>
Or dial: (US) +1 615-952-0166 PIN: 163 721 709#

AGENDA

1. Meeting Called to Order

Present: Cajon Keeton, Adam Fineske, Katie Timmers, Kathy Lathrop

2. Standing Items

A. Review financial report

- a. Revenue analysis
- b. Expense analysis
- c. Comparison to five year forecast
- d. Comparison to prior fiscal year to date

i. Mr. Keeton provided an overview of the district's General fund report. It was noted that the district is down in every expense category other than benefits. Mr. Keeton anticipates that benefits will also be lower during the next month after our premium holiday for medical insurance is reflected in the financials.

B. Year to date payroll review - A review of payroll was reviewed for the current fiscal year, noting that payroll is down 6.01%.

C. Discuss Auditor of State Performance Review - Dr. Fineske and Mr. Keeton provided an update to the finance committee on the progress of the Ohio Auditor of State Performance Audit.

D. Discuss staffing reductions if not successful in March- Adam

A draft list of cost savings if the March levy does not pass, which was developed in collaboration with building principals, district leaders and members of the OHEA, was presented for feedback to the board finance committee members. The full board will review this at their next meeting and by Jan 31 at the State of the District the list of cost savings will be announced to the public.

E. Idea for moving District Offices to the High School in near future

Dr. Fineske presented a “draft plan” to the team to save up to \$50,000 a year by relocating the district offices to the high school from the Village Green. We are currently in year 2 of a 3 year lease at the Village Green. More work will need to be done to see if this is feasible and if there would be an option to end the lease early. Further discussion will take place in the coming months to work towards this option.

3. Items needing Board approval

A. (Anything requiring a bid process) - No items to report on

B. (Lease/Purchase agreements) - No items to report on

C. (New Personnel) - No items to report on

4. Next Finance Committee Meeting: [Date/Time/Location] - Next meeting date was not decided on.

5. Adjournment at [TIME a.m./p.m.] - 3:34 PM