



## Finance Committee Meeting Agenda

Friday, April 26, 2024 – 11:30 A.M.

2400 N. Lincoln Ave., Sequoyah Building, Room C-48  
Oklahoma City, OK 73125

Members attending via [Teleconference](#):

Lori Wieder, 711 N. Country Club, Stillwater, OK 74075



### Board Members

David Blose, Yukon  
Margaret Bond, Broken Arrow  
Mindee Brown, Edmond  
Jeromy Buchanan, Okla. City  
Sherri Coats, Oklahoma City  
Brett Cunningham, Okla. City  
Debra Espinosa, Oklahoma City  
Janie Fugitt, Oklahoma City  
Sharon Garrity, Guthrie, Chair  
Shelly Greenhaw, Edmond  
Michelle Kelley, Okla. City  
Lori Hauge, Sapulpa  
Blaine Murdock, Meeker  
Gina Richardson, Okla. City  
Beth Scrutchins, Okla. City  
Melissa Sublett, Tulsa  
Lori Wieder, Stillwater  
Cynthia Wilkett, Tulsa  
Devin Williams, Lawton  
Valerie Williams, Okla. City

### Council Staff

#### Council Administrator

Alissa Patterson

#### Advocacy Training Coordinator

Dr. Bradley Mays

#### Self-Advocacy Training

##### Coordinator








Morgan Davis

#### Planning & Grants Director

John Houston

#### Executive Director

Jenifer Randle

- I.  Call to Order: Ms. Sharon Garrity
- II.  Roll Call & Establish Quorum: Ms. Lori Wieder
- III.  Discussion: Meeting January 19, 2024, minutes.
- IV.  Discussion and Possible Voting\*: Old and New Items
  - A. Financial Report: Ms. Lori Wieder, Ms. Sharon Garrity, Mr. Mark Lewis
  - B. Expenditures: Ms. Jenifer Randle (internal monitoring excel sheet)
  - C. CFOK Report – Ms. Lori Wieder, Ms. Sharon Garrity
- V.  Other New Business \*
  - FY25 Budget & Activities proposal
- VI.  Announcements
- VII.  Adjournment \*

*Finance Committee Members: Sharon Garrity, Janie Fugitt, Michelle Kelley, Mark Lewis, Lori Wieder*

*The mission of the Developmental Disabilities Council of Oklahoma is to advance communities where everyone has the opportunity to live, learn, work, and play where they choose. The Council builds partnerships to change systems to improve services, resources, and supports for Oklahomans with developmental disabilities and their families.*

[Click here to join the meeting](#)

Meeting ID: 223 420 887 664, Passcode: NpDicX



## Finance Committee Minutes

### Developmental Disabilities Council of Oklahoma

DATE: Thursday, January 19, 2024


TIME: 11:30 A.M.

PLACE: 2400 N. Lincoln Blvd., Room 513, Oklahoma City, OK 73105

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*BE IT REMEMBERED that on Thursday, Jan. 19, 2024, at 11:30 A.M., the Finance Committee met in accordance with the Open Meetings Act.*

*NOTICE of the schedule for all regular and special meetings of the DDCO Finance Committee for the calendar year 2024 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Wednesday, Jan. 22, 2024, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.*

I.  **CALL TO ORDER:** Ms. Garrity called the meeting to order at 12:28 P.M.

II.  **ROLL CALL:**

Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley


Members Online: Mark Lewis online 12:53 P.M.

Staff: Morgan Davis, John Houston, Bradley Mays, Alissa Patterson, Jenifer Randle

*By roll call, there was at quorum of committee members, so business was conducted, and voting occurred.*

III.  **Review of the Minutes of the Nov. 30, 2023, Finance Committee Meeting.**



 **DISCUSSION:** The minutes from the Nov. 30, 2023, Finance Committee meeting was reviewed.

**ACTION:** Ms. Kelley moved to approve the minutes as corrected, seconded by Ms. Fugitt.




**AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley





**NAYS:**

**ABSTAIN:**

**MOTION:** Motion was carried 

IV.  **Discussion and Possible Voting: Old and New Items**

a.  **FY23 and FY24 Expenditures:** Ms. Randle shared the internal monitoring summary sheets used to track expenses as invoices are processed with the committee. Claims continue to get paid much faster and contracts and change orders as well. A few contractors are slow on spending and Ms. Randle shared how to read the summary sheet to understand the tracking of spending. Ms. Fugitt asked if there was an average amount of funding spent on conference support. Ms. Randle explained that it depends on a few things. The executive committee can approve conference support up to \$5,000. If the request is over \$5,000 for a conference, the proposal would go through committee first, then through Council. Ms. Fugitt asked a follow-up question, regarding if what was budgeted for conference support was spent, could proposals still be funded. Ms. Randle explained if there were funding. For example, if a project is underspending, we could unobligated funds in that project and obligate funds for the proposal.

b.  **CFOK Report- Other New Business:** The Council's donation account with the Communities Foundation of Oklahoma is \$1108.93. Ms. Kelley asked if we ever did fundraising. Ms. Garrity answered she's all for a good idea.


c.  **Other New Business:**

V.  **Announcements:**


VI.  **Adjournment:**

  **DISCUSSION:** Adjournment.

**ACTION:** Ms. Kelley moved to adjourn the finance committee meeting, seconded by Ms. Fugitt.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley

 **NAYS:**

**MOTION:** Motion was carried  and the committee meeting adjourned at 1:02 P.M.

**DDCO SFY25 DRAFT Budget**

Description		FY-24		FY-25	
		Requested	Projected	Requested	Chg / 24 Proj
<b>29144001 GRANTS MANAGEMENT</b>					
Payroll (3)	1	283,117	83,117	283,117	200,000
Operating	2	49,422	1,422	49,422	48,000
Total	3	332,539	84,539	332,539	248,000
<b>29141001 PLAN &amp; ADMIN (25% State)</b>					
Council & Operating	4	59,409	4,409	59,409	55,000
Translation & ADA Accommodations	5	5,000	-	5,000	5,000
NACDD Mbrship	6	7,600	7,600	7,600	-
Total	7	72,009	9,516	72,009	62,493
<b>29142001 PLAN/PROJ MGT (12.5% State)</b>					
Payroll (2)	8	173,409	-	173,409	173,409
Operating	9	23,053	3,053	23,053	20,000
Total	10	196,462	3,053	196,462	193,409
<b>29143002 Partners in Policymaking</b>					
100% in person	11	50,000	51,321	60,000	8,679
<b>29143003 Youth Leadership Forum</b>					
100% in person	12	70,000	70,000	80,000	10,000
<b>29143007 Self-Advocacy Training</b>					
statewide self-advocacy trainings	13	27,245	16,000	41,906	25,906
<b>29143004 CIF / PDF</b>					
CIF / PDF	14	5,000	7,000	5,000	(2,000)
<b>29143005 Library</b>					
Updating / adding to collection	15	500	-	500	500

**DDCO SFY25 DRAFT Budget**

Description		FY-24		FY-25	
		Requested	Projected	Requested	Chg / 24 Proj
<b>29143006</b>	<b>Projects &amp; Activities</b>				
	FEAT Curriculum License	16	1,000	1,000	-
	Supporting Families C.O.P.	17	6,180	6,180	6,180
	Conference Support	18	7,500	7,500	-
	L.E.A.D. employer training	19	125,000	125,000	125,000
	Early Access Screenings & ADOS	20	135,076	35,076	99,948
	Youth Expedition Summit	21	24,500	24,500	-
	Family Respite Retreats	22	108,496	108,496	9,089
	Recite Me Website tool bar	23	5,145	1,400	3,950
	Look Out Art Programming (NEW)	24	-	-	24,000
	Black Feathers Podcast (NEW)	25	-	-	24,961
	Inclusive Communications Conference (NEW)	26	-	-	10,240
	Best Buddies Inclusion Project (NEW)	27	-	-	25,000
	<i>Opportunity Orange</i>	28	115,635	115,635	(115,635)
	<i>OALA</i>	29	10,950	10,950	(10,950)
	<i>Rural Inclusive Employer Initiative</i>	30	35,000	35,000	(35,000)
	<i>Great Plains Neuro Nights</i>	31	4,579	4,579	(4,579)
	Discretionary Funding	32	-	-	-
	2 Mth Expenditures in Reserve	33	-	-	-
	<b>Total</b>	<b>34</b>	<b>579,061</b>	<b>344,136</b>	<b>162,204</b>
					-
	<b>Total DDCO Budget</b>	<b>35</b>	<b>1,332,816</b>	<b>356,836</b>	<b>1,294,756</b>
	<b>Indirect &amp; Cost Allocations</b>	<b>36</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
	<b>Total DDCO Costs</b>	<b>37</b>	<b>1,422,816</b>	<b>356,836</b>	<b>1,384,756</b>
	<b>Less: State Funding</b>	<b>38</b>	<b>(42,560)</b>	<b>(2,761)</b>	<b>(39,799)</b>
	<b>Less: DSA Adm @ 5% of Grant</b>	<b>39</b>	<b>(45,961)</b>	<b>-</b>	<b>(45,961)</b>
	<b>NET GRANT USE</b>	<b>40</b>	<b>1,334,295</b>	<b>354,076</b>	<b>1,296,235</b>