



Finance Committee Meeting Agenda

Friday, August 30, 2024 – 2:00 P.M.
2400 N. Lincoln Ave., Sequoyah Building, Room 513
Oklahoma City, OK 73125

Members attending via [Teleconference](#)

Meeting ID: 265 212 519 898, Passcode: AHUHBF



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

VACANT

Executive Director

Jenifer Randle

- I.  Call to Order, Roll Call & Establish Quorum: Ms. Lori Wieder
- II.  Discussion: Review of April 26, 2024, minutes: Ms. Lori Wieder
- III.  Discussion and Possible Voting*: Old and New Items
 - A. Financial Report: Ms. Lori Wieder, Mr. Mark Lewis
 - B. Expenditures: Ms. Jenifer Randle (internal monitoring excel sheet)
- IV.  Other New Business *
- V.  Announcements
- VI.  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: 238 755 049 618, Passcode: JiWHkN



Finance Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Friday, April 26, 2024


TIME: 11:30 AM

PLACE: 2400 N. Lincoln Blvd., Room C-48, Oklahoma City, OK 73105

BE IT REMEMBERED that on Friday, April 26, 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 Thursday, April 25, 2024, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  **CALL TO ORDER:** Ms. Wieder called the meeting to order at 11:35 AM.


II.  **ROLL CALL:**
Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis (11:40 am),
Lori Wieder (online & can vote with address shared).
Members Online:
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 Jan. 19, 2024, Finance Committee Meeting.**

  **DISCUSSION:** The minutes from the January 19, 2023, Finance Committee meeting was reviewed.

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


 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder


 **NAYS:**


ABSTAIN:


MOTION: Motion was carried 



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

a.  **Financial Report:** Ms. Wieder, Ms. Garrity, Mr. Lewis – Mr. Lewis reported we don't have a financial report this month. Quarterly report just received and will have finance report for next meeting.

b.  **Expenditures:** Ms. Randle shared the internal monitoring summary sheets used to track expenses as invoices are processed with the committee and discussed expenditures for FY24.

c.  **CFOK Report- Other New Business:** No report.

d.  **Other New Business:** FY25 Budget & Activities Proposal

  **DISCUSSION:** The FY2025 Council budget was discussed.

ACTION: Ms. Fugitt moved to approve the FY2025 Council budget seconded by Ms. Garrity.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder

 **NAYS:**

ABSTAIN:


MOTION: Motion was carried 

V.  **Announcements:**

VI.  **Adjournment:**

  **DISCUSSION:** Adjournment.

ACTION: Ms. Kelley moved to adjourn the Finance Committee seconded by Mr. Lewis.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley, Mark Lewis, Lori Wieder

 **NAYS:**

ABSTAIN:

MOTION: Motion was carried  and Finance Committee adjourned at 12:03 PM.



Developmental Disabilities
Council of Oklahoma

Finance Committee Financial Report For the Month Ended June 2024

Lori Wieder, Finance Committee Chair

Vacant, DDCO Parliamentarian
Mark Lewis - DDCO Secretary
Vacant, DDCO Vice Chair

Janie Fugitt, ATO Chair
Sharon Garrity, DDCO Chair
Michelle Kelly, State Plan Chair

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Developmental Disabilities Council of Oklahoma - Expenditures & Funding SFY24 - Through June 30, 2024

	2023						2024						Total		
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
MONTHLY EXPENDITURES															
State Fund Year 2022	\$ 7.00	\$ 870.00	\$ 3.00	\$ 1.00	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 882.00		
State Fund Year 2023	48,129.00	120,783.00	29,321.00	25,135.00	471.00	236.00	412.00	514.00	44.00	14,103.00	131.00	-	239,279.00		
State Fund Year 2024	1,915.15	43,994.00	59,896.85	89,766.00	96,473.00	99,501.00	92,485.00	36,846.00	97,545.00	88,563.00	91,857.00	78,546.00	877,388.00		
Total Direct Expenditures	\$ 50,051.15	\$ 165,647.00	\$ 89,220.85	\$ 114,902.00	\$ 96,944.00	\$ 99,737.00	\$ 92,898.00	\$ 37,360.00	\$ 97,589.00	\$ 102,666.00	\$ 91,988.00	\$ 78,546.00	\$ 1,117,549.00		
Allocated, Rent, Postage, Etc.	21,855.85	13,344.00	(11,208.85)	7,766.00	12,754.00	1,972.00	10,454.00	8,040.00	8,386.31	10,133.00	7,240.00	3,401.00	94,137.31		
Total Expenditures	\$ 71,907.00	\$ 178,991.00	\$ 78,012.00	\$ 122,668.00	\$ 109,698.00	\$ 101,709.00	\$ 103,352.00	\$ 45,400.00	\$ 105,975.31	\$ 112,799.00	\$ 99,228.00	\$ 81,947.00	\$ 1,211,686.31		
													12 Month Average Expenditures	100,973.86	
FUNDING SOURCES															
														Annualized Expenditures	1,211,686.31
FFY-22 Federal Grant	\$ 27,377.53	\$ 113,951.00	\$ 46,000.47	\$ 76,890.00	\$ 60,433.00	\$ 56,056.00	\$ 53,463.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 434,171.16		
FFY-23 Federal Grant	24,062.70	44,038.00	30,951.33	-	-	-	728.84	7,678.00	55,404.00	72,300.00	65,127.00	51,572.99	351,862.86		
COVID GRANT	2,500.00	6,294.00	-	2,155.00	-	18,403.00	2,506.00	-	-	-	-	-	31,858.00		
FFY-24 Federal Grant	-	-	-	32,675.25	36,505.13	29,633.03	39,697.50	31,788.38	42,242.81	33,693.75	28,826.62	24,897.51	299,959.98		
Total Federal Grants	\$ 53,940.23	\$ 164,283.00	\$ 76,951.80	\$ 111,720.25	\$ 96,938.13	\$ 104,092.03	\$ 96,395.50	\$ 39,466.38	\$ 97,646.81	\$ 105,993.75	\$ 93,953.62	\$ 76,470.50	\$ 1,117,852.00		
State Funding	\$ 17,966.77	\$ 14,708.00	\$ 1,060.20	\$ 10,947.75	\$ 12,759.87	\$ (2,383.03)	\$ 6,956.50	\$ 5,933.62	\$ 8,328.50	\$ 6,805.25	\$ 5,274.38	\$ 5,476.50	\$ 93,834.31		
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Revenues	\$ 71,907.00	\$ 178,991.00	\$ 78,012.00	\$ 122,668.00	\$ 109,698.00	\$ 101,709.00	\$ 103,352.00	\$ 45,400.00	\$ 105,975.31	\$ 112,799.00	\$ 99,228.00	\$ 81,947.00	\$ 1,211,686.31		

Developmental Disabilities Council of Oklahoma - Federal Grant Reconciliation
For the Period Ended June 30, 2024

	FFY21-COVID	FFY22	FFY23	FFY24	Total
Grant Award	\$ 45,822.00	\$ 905,386.00	\$ 915,094.00	\$ 912,580.00	\$ 2,778,882.00
Expenditures					
Prior Year Expenditures	\$ 977.84	\$ 183,647.55	\$ -	\$ -	\$ 184,625.39
EOM July 2022 *	\$ -	\$ 46,000.00	\$ -	\$ -	\$ 46,000.00
EOM August 2022 *	-	17,372.50	-	-	17,372.50
EOM September 2022 *	-	39,870.00	-	-	39,870.00
EOM October 2022 *	-	-	29,959.13	-	29,959.13
EOM November 2022 *	-	-	44,146.75	-	44,146.75
EOM December 2022 *	-	-	6,644.37	-	6,644.37
EOM January 2023 *	-	-	21,795.25	-	21,795.25
EOM February 2023 *	2,500.00	-	22,916.00	-	25,416.00
EOM March 2023 *	-	-	38,719.57	-	38,719.57
EOM April 2023 *	3,059.00	95,282.79	11,675.50	-	110,017.29
EOM May 2023 *	2,365.00	17,977.00	28,650.50	-	48,992.50
EOM June 2023 *	-	71,065.00	17,763.19	-	88,828.19
EOM July 2023	2,500.00	27,377.53	24,062.70	-	53,940.23
EOM August 2023	6,294.00	113,951.00	44,038.00	-	164,283.00
EOM September 2023	-	46,000.47	30,951.33	-	76,951.80
EOM October 2023	2,155.00	76,890.00	-	32,675.25	111,720.25
EOM November 2023	-	60,433.00	-	36,505.13	96,938.13
EOM December 2023	18,403.00	56,056.00	-	29,633.03	104,092.03
Adjust for Underspending - Grant Reduction	7,568.16	-	-	-	7,568.16
Adjust for Reconciliation	-	-	27,635.15	(0.01)	27,635.14
EOM January 2024	2,506.00	53,463.16	728.84	39,697.50	96,395.50
EOM February 2024	-	-	7,678.00	31,788.38	39,466.38
EOM March 2024	(2,506.00)	-	55,404.00	42,242.81	95,140.81
EOM April 2024	-	-	72,300.00	33,693.75	105,993.75
EOM May 2024	-	-	65,127.00	28,826.62	93,953.62
EOM June 2024	-	-	51,572.99	24,897.51	76,470.50
Total Expenditures	\$ 44,844.16	\$ 721,738.45	\$ 601,768.27	\$ 299,959.97	\$ 1,668,310.85
Grant Balance	\$ -	\$ -	\$ 313,325.73	\$ 612,620.03	\$ 925,945.76

* @ Denotes Reconciled with OKDHS Finance CARE UNIT