



Finance Committee Meeting Agenda

Friday, Oct. 11, 2024 – 11:30 A.M.

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

Members attending via [Teleconference](#)

Meeting ID: **267 690 697 319**, Passcode: **Tw8QbM**



Board Members

David Blose, Yukon
Margaret Bond, Broken Arrow
Mindee Brown, Edmond
Jeromy Buchanan, Okla. City
Sherri Coats, Oklahoma City
Brett Cunningham, Okla. 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
Kodey Toney, Panama
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 and August 30, 2024 discussion: 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.

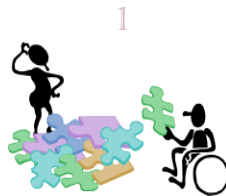
[Click here to join the meeting](#)

Meeting ID: 238 755 049 618, Passcode: JiWHkN

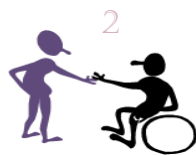
Seven Partner Values

Siete Valores del Socio

Recognize the Need to Partner... by realizing they can't do it alone, involving others in a shared interest, issue or problem, and doing bigger, better and more useful things by working together.



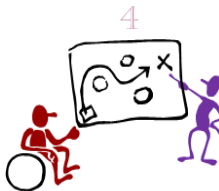
Value and Respect Each Other...by agreeing that the other partner's point of view and experiences are important and taking the time to let the partners express themselves (valuing what you say).



Accept Each Other ... by welcoming and encouraging people to bring different points of view and cultural perspectives to the partnership (valuing who you are).



Set Clear Expectations ...by listing what the partners need and want, giving partners direction and focus and a clear idea of how they will work together to accomplish something.



Provide Feedback ... by having ongoing, two-way conversations about what each partner is doing to make the partnership work and making it safe to say what is going well and what is not going well.



Expect Impact, Product or Outcome ...by creating something that people can see, touch, or experience in real time that are the results of their work.



Trust Each Other ...by showing over time that there is a connection between what they say, what they do, and how they behave with each other and other people.



Reconocer la Necesidad de Asociarse... al darse cuenta que ellos no lo pueden hacer solos, al involucrar a otros en un interés en común, asunto o problema, y al realizar cosas más grandes, mejores y más útiles por medio del trabajo en conjunto.

Valorar y Respetar el Uno al Otro... al ponerse de acuerdo que el punto de vista y las experiencias del socio son importantes y al dar el tiempo para dejar que los socios se expresen (valorando su opinión).

Aceptarse el Uno al Otro ... al Otro al acoger y animar a las personas a brindar diferentes puntos de vista y perspectivas culturales a la asociación (valorando quien es).

Establecer Claras Expectativas ... al hacer una lista de lo que los socios necesitan y desean, dando a los socios dirección y enfoque y una clara idea de cómo van a trabajar juntos para lograr algo.

Proporcionar Reacciones ... al tener conversaciones continuas de doble vía acerca de lo que cada socio está haciendo para que la asociación funcione y al hacer que sea un lugar seguro para poder decir lo que va bien y lo que no va bien.

Esperar Impacto, Producto o Resultado ... al crear algo que las personas puedan ver, tocar, o experimentar en un tiempo real que son los resultados de su trabajo.

Confíar el Uno en el Otro... al demostrar a través del tiempo que hay una conexión entre lo que ellos dicen, lo que ellos hacen, y cómo ellos se comportan el uno con el otro y con otras personas.



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.



Finance Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Friday, August 30, 2024

TIME: 2:00 PM

PLACE: 2400 N. Lincoln Blvd., Sequoyah Building, Room 513, Oklahoma City, OK 73125

BE IT REMEMBERED that on Friday, August 30, 2024, at 2:00 P.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, August 29, 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 2:19 PM.

II.  ROLL CALL:

Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley


Members Online: Lori Wieder, Mark Lewis


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


By roll call, there was not an in-person quorum of committee members, so business was not conducted, and voting did not occur.


III.  Reviewed the minutes of the April 26, 2024, Finance Committee Meeting.

IV.  Discussion and Possible Voting: Old and New Items

a.  Financial Report: Mr. Lewis reported on the year end financial report. The report states we have spent about \$1.2 million which is \$200,000 over our revenue. This spending is good as additional money needs to be spent from additional grants. Mr. Lewis stated each month had around \$100,000 in expenditures and have spent \$93,000 in state funding while the rest is grant funds. Grant fund balances were presented, FY21 and FY22 grants completed. Remaining balances for FY23 are \$313,325.73 and for FY24 \$612,620.03., with our new grant (FY24) starting October 1, 2024.

b.  Expenditures: Ms. Randle shared invoices coming in can be a slow process. One example was while the work with Oklahoma State is completed, invoicing is not. Discussion between Ms. Randle and Mr. Lewis stated that all the work needs to be completed by September 30, 2024, invoices can be submitted after, up to a year.

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

d.  Other New Business: FY25 Budget & Activities Proposal

V.  Announcements

VI.  Adjournment: Finance Committee Meeting adjourned at 2:28 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

Finance Committee Reports
Expenditures & Funding - Page 1
Federal Grant Reconciliation - Page 2

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