

Vermont Housing & Conservation Board
Finance Committee Meeting
May 20, 2020, 10:00am – 11:30am
By ZOOM meeting

Attending:

Committee Members: Neil Mickenberg, Dave Marvin, Billy Coster

Staff: Gus Seelig, Anne Duffy, Larry Mires, Kathy Barrows, Amanda Moran Moshinskie, Martin Hahn, Craig Peltier

Auditor Reps: Sharon Stephens Burke, Phil D'Acunto

Neil called the meeting to order at 10:03am

FY2020 Audit Planning

Sheryl Stephens Burke of the auditing firm of Melanson Heath reviewed the Board Committee's responsibility as a Finance/Audit committee, and went over the procedures and timeline that Melanson Heath will be using as they perform the audit. Deliverables include: Financial Statement Audit and Single Audit Report. Final trial balance will be provided by VHCB in early September for field work that will be performed the week of September 14th. Draft financial statements will be provided to VHCB by October 2nd, with final report by October 15th. Sheryl mentioned that there will need to be a COVID-19 footnote on the impact of pandemic on VHCB operations. The Committee members thanked the auditors for a thorough presentation, and the auditors left the meeting.

ACCT Mobile Home Park Investment VHCB had previously committed funds to ACCT for possible cashflow needs. They were able to stabilize their financial position without needing those funds, and are now proposing to use those funds for critical Mobile Home Park investments as part of a larger effort to stabilize the performance of the organization's sizeable mobile home park portfolio. Billy mentioned that ACCT may need to check with ANR for approvals for some of the work.

Dave moved; Billy seconded:

To disburse up to \$128,827.50 for the remaining balance of the organizational stabilization grant (2016-070-001 to ACCT for improvements in their mobile home parks as described in their application to VHCB dated May 11, 2020. Special Condition: Within 45 days of this award, ACCT shall propose a disbursement schedule to VHCB staff's satisfaction.

Roll call: David, yes; Billy, Yes; Neil, Yes.

FY2020 Projected financial position

Anne discussed the budgetary projections for the end of fiscal year 2020, as presented in her 5/13/2020 memo to the Board Committee. Anne thanked Amanda and Kathy for their work on developing the projections. Currently, we are projecting additional resources of approximately \$300,000. This is due both to additional resources not anticipated, and lower-than-expected expenses in some areas.

The Staff proposal for uses of a portion of the above funds:

Increase to existing Board restricted funds:	
AmeriCorps reserve	25,000
Professional Development Fund	11,300
Other directives/setasides:	
Increase VHCB Fund Balance	135,000
Supplement Organizational awards to Conservation Orgs	30,000
	<u>\$ 201,300</u>

- All other available funds at year-end shall increase the subsequent year's Project Target.

The VHCB Fund Balance, after the recommendation is taken into account, amounts to approximately 5 weeks' worth of operations. Neil asked if this was a usual number for the Fund Balance. Anne replied that it was not: this would be a prudent increase. The fund balance is currently below one month of operations.

Dave moved; Billy seconded, the following motion:

- The Finance Committee recommends the full Board approve the above uses in an amount up to, but not to exceed \$201,300 of anticipated FY2020 savings. All other available funds at year-end shall increase the subsequent year's Project Target.

Roll call: David, yes; Billy, yes; Neil, yes

FY2021 budget discussion - Gus touched base on this agenda item as part of the FY2020 discussion. Gus explained the Governor's office is putting together a Quarter 1 budget for the Legislature's consideration. There is no information at this time as to how VHCB will be considered in the process.

The meeting adjourned at 11:20am.

Respectfully submitted,
Larry Mires