



# Franklin Regional Council of Governments

## Finance Committee — *MINUTES*

Date /Time:	Thursday, April 8, 2021 at 5:30 p.m.
Location:	Open meeting accessed remotely on Zoom by video, or by telephone
Facilitators:	Lynn Sibley, Chair

### Finance Committee Attendees:

- **Lynn Sibley, Chair**, Whately
- **Jay DiPucchio**, Regionally-Elected Rep
- **Ellen McKay**, Shutesbury
- **Michele Giarusso**, Leyden (left at 6:23 p.m.)
- **Kayce Warren**, Deerfield
- **Kevin Fox**, Colrain

### Staff and Guest Attendees:

- **Linda Dunlavy**, Executive Director
- **Bill Perlman**, Regionally-Elected Rep
- **Claire McGinnis**, Finance Director

### 1. Review and adopt 2.11.21 minutes

Lynn called the meeting to order at 5:03 pm.

**Jay moved to accept the minutes of 2.11.21 as written, seconded by Kevin. Motion passed with five members in favor and one abstention, by roll-call vote.**

### 2. Review FY21 Year-to-Date Council budget

Reviewing the FY21 Budget with members, Claire pointed out that with 29% of the year remaining, 28.6 % of the budget remains and FRCOG has only 15.5% of the revenues left to collect. Exceptions to this include: the Town Accounting budget, as a vacancy was filled with a new employee that needed unbudgeted training; and the FCECS budget, which has 79.1% of its budget remaining due to a \$252,260 capital carry forward.

### 3. COVID Vaccination Clinic Funding

Staff reported that FRCOG held 14 clinics between 2/24 and 4/2. Staff expect the effort at this level to continue until mid-May. The City of Greenfield is then ending its John Zon clinic, and FRCOG will provide four, longer, more expensive, drive-thru clinics per week, mid-May until, potentially, the end of June. The total vaccination clinic cost is an estimated \$361,000. The plan for reimbursement is to bill patient insurance through the already set-up UMASS billing system used for Flu clinics. However, FRCOG vaccination efforts won't be reimbursed until late summer/fall of FY22.

Staff shared early Franklin County vaccination demographics and data with members. Members shared perceptions (and some misperceptions) of the vaccination effort from the towns they represent.

General fund revenue, almost entirely derived from indirect revenues resulting from more grants and new staff, hired in part for pandemic response, will be greater than budgeted costs, leaving an estimated surplus of \$273,630 for FY21. This surplus, staff suggested, might be used to fund the clinics.

Members discussed the idea of setting aside any resulting clinic reimbursement surplus in a reserve, acknowledging that doing something like this is important, not just for planning for vital emergency assistance to the county, but also to convey the message that the FRCOG's pandemic response was in no way a profiteering effort. Lynn remarked that using excess revenue for this purpose was the best option, with protocol regarding spending authority added to a motion to be considered by the full Council. Jay agreed, feeling that to do so demonstrates FRCOG's long-term planning for the region. Kevin remarked that the FRCOG stepped up to the emergency plate without the rules set-up, but didn't run away from profit. Ellen noted that another emergency will happen and FRCOG has to be ready to finance it.

Members considered how much of the surplus in the General Fund should be used to support the COVID-19 vaccination clinics; how to make sure towns understand that the surplus is from indirect revenues and has nothing to do with assessments to the towns; using "up to" wording in the motion, with so many unknowns; and using FY22 reimbursements to add to Emergency Revolving for whatever comes next. Consensus was that creating the fund was a good idea, as was rescinding the Finance Committee action of January 28 that the Council did not consider.

**Ellen M. moved to recommend to the Council an increase in the FY21 General Fund Miscellaneous & Contingency 01-010 budget by up to \$200,000 to fund a Contingency account for COVID-19 vaccination clinics for the county, to be funded by FY21 revenues from grant reimbursements in 01-000, (aka Indirect Revenue). Kayce seconded the motion, which passed with all six members in favor by roll-call vote.**

Committee members strategized ways to present their recommendation to the full Council.

**Jay D. moved to rescind the January 28, 2021 Finance Committee vote "to recommend to the Council an amendment to the FY21 personnel portion of the Regional Services program budget (01-003) an increase of \$40,000 to fund a series of COVID-19 vaccination clinics for the county." Ellen M. seconded the motion, which passed with the five remaining members present in favor, by roll-call vote.**

Linda told the committee that one pressing question on the minds of staff is how to measure when it's appropriate to end FRCOG participation in the vaccination initiative. Members discussed possible scenarios.

#### **4. FCECS Migration to CoMIRS – Financial Status and Implications**

Linda reported that the first batch of radios was ordered and will be distributed in this fiscal year — within a couple of weeks. FRCOG worked with Motorola and Kenmore to match specific types of radios with specific facilities. The agency also received \$58,000 for the firefighter equipment grant that will also be distributed soon, to assist towns that applied with equipment costs.

#### **5. Business not reasonably anticipated 48 hours in advance of meeting**

No new business was discussed.

**Kayce W. moved to adjourn the meeting at 6:37 p.m. The motion was seconded by Ellen M. and passed by voice vote with all remaining members in favor.**

**DOCUMENTS DISTRIBUTED and PRESENTATIONS VIEWED:**

- Agenda
- Draft Minutes from 2.11.21 meeting
- Year-to-date financial reports
- Clinics Summary slideshow

*Minutes taken by Rebekah Boyd.*