

## EXECUTIVE COMMITTEE MEETING

January 17, 2025

8:00 a.m. to 9:00 a.m.

### 1) Welcome and Introductions:

**In person:** Katrin Kasper, Lee; Michael Lehrman, Durham; Matt Towne, Barrington; Jennifer Czysz, SRPC; and Joe Boudreau, Rochester, joining at 8:15AM

**Zoom:** Peter Nelson, Newmarket; Megan Taylor-Fetter, SRPC

The meeting proceeded without quorum until Joe Boudreau joined the meeting at 8:15AM. The Committee did not address action items and briefly discussed the November financials until the requirements for a quorum were met.

### 2) Action Items

#### a) Approval of December 20, 2024 Minutes

Following a motion by K. Kasper and a second by Matt Towne to approve the December 20, 2024 minutes as written. The motion passed with a unanimous vote in favor.

#### b) Acceptance of the Draft November Financials

J. Czysz reviewed the draft November financials. The November bank balances are in a healthier place than the prior couple months but still not up to ideal levels.

Accounts receivable were again high at the end of November, \$256,394. Of that total, \$160,413 was the current month's billing and another \$104,652 was received in December. Leaving \$807 past due as of December 31, 2024. Of note, several items in the current month's billing were received in December. Additionally, the Town of Barrington, upon receipt of their annual dues setting letter, paid their FY2026 dues. These funds have been booked as revenue in advance and will be credited to their annual dues invoice in the spring.

November has continued in a positive trend much like October. The month closed with a profit of \$1,468. November was a three-payroll month. As such, both our monthly income by customers and expenses were higher than the typical two-payroll month. We billed a total of \$195,532 in November. The monthly pass-through costs were typical, with no large payments. Within our state grants, we are still waiting on a contract for the CDBG Transformative Planning Grant. This is a subaward from Lakes Region Planning Commission. The NHDOT UPWP contract, which had been lagging, is nearly caught up to where we expect to be year to date thanks to the three-payroll month. Corresponding to the changes from the adopted budget to the draft proposed mid-year budget, we have many additional contracts that were not anticipated, as a result, the salaries and wages are higher than originally budgeted.



Year to date we are still operating at a loss, \$19,242. Overall, our municipal contracts are at or exceeding where we expect to be relative to the budget. Our federal contracts are operating behind budget, largely due to the HUD grant where we haven't see as much progress as anticipated at this point in the year (much of this is driven by pass through to the eight other RPCs).

The committee discussed revenues and labor costs and how it affects the indirect cost.

Following a motion by K. Kasper and a second by J. Boudreau to approve the Draft November Financials. The motion passed with a unanimous vote in favor.

### **c) Recommend Approval of the Mid-Year Budget Amendment**

J. Czysz reviewed the Mid Year Budget Amendment. The amended budget updates revenues from new contracts and grants that were awarded after the adoption of the FY2025 budget and adjust contracts that have continued from the prior fiscal year to reflect the actual amount of funds available this year. On the expense side, adjustments have been made to reflect the staffing levels in support of the additional contracts.

Discussion on salaries and wages ensued with the committee inquiring about revenue and overhead. J. Czysz stated the marginal cost of labor, if we did not have enough revenue, should not be 100%. With a new contract, labor is less than 50%, in this case there is no change to overhead costs for each additional dollar of revenue we still need someone to do the work. If we increase the denominator (overhead) we increase the indirect rate. The other piece that was impacted is if a staff person we were hired at start of year and did not enroll in health insurance, we have less overhead. When we increase salaries, the indirect rate goes down. The personnel line in the budget is not just salary, it is insurance and other benefits.

K. Kasper motioned to recommend to the full Commission approval of the Mid Year Draft Budget. M. Lehrman seconded the motion. Following a unanimous vote in favor, the motion passed.

### **d) Approval of the 2025 Wellness and Safety Policy**

J. Czysz stated that the proposed changes include some minor changes in wording; changed wellness coordinator funds carryover rule; removed links to resources and instead referred to HR and Wellness Coordinators; added Recovery Friendly Workplace Designation; under Accidental Injury, added a Prevention section; removed reference to Covid 19 vaccinations and instead state CDC recommend vaccinations; added Appendix C, Fieldwork Procedures.

Following a motion by K. Kasper and a second by Matt Towne to accept the 2025 Wellness and Safety Policy, the motion passed with a unanimous vote in favor.

### **e) Approval of Check Signers**

J. Czysz stated that following Dave Landry's resignation and Katrin Kasper filling the vacant chair position, we need to update our checking account signature card. Katrin is



already authorized as a check signer. We would like to take this opportunity to add Kyle in his role as Assistant Director. Later this spring we will have a fully updated draft of our operating policies that will add the Assistant Director to the accounts. To prevent us from having to redo the signature card with all signers in a few months, we'd like to do so all at once.

Following a motion by M. Lehrman and a second by M. Towne to appoint 4 representatives of SRPC who will serve as the check signers on the commission's checking account. All checks issued by SRPC must be signed by two of the following authorized officials:

- Existing Signatories:
  - Executive Director – Jennifer Czysz,
  - Secretary/Treasurer – Barbara Holstein
- Signatories to be added to the account at this time:
  - Assistant Director – Kyle Pimental
  - Member(s) of the Executive Committee – Katrin Kasper, Chair

Further, we move to amend the SRPC Operating Policy to add the Assistant Director as one of the listed check signers.

The motion passed with a unanimous vote in favor.

### **3) Updates and Discussion Items**

#### **a) Awards, Contracts, and General Business**

J. Czysz provided a brief update. The approved indirect rate: 111.63%. Year to Date Actual: 104.5%.

The only change in the application tracker is that we have been processing some of the contracts for the HOP grant contract.

#### **b) December Minors**

C. Lentz reviewed the December Minors and stated the Milton project has a small change due to inflation.

### **4) Other Business**

There was no other business

### **5) Adjourn**

Following a motion by K. Kasper and a second by Matt Towne all members voted in favor. The meeting was adjourned.

