CITIZENS' FINANCIAL OVERSIGHT COMMITTEE
For the School District of Manatee County
Committee Notes / Minutes

Meeting Date	October ,04, 2023
Meeting Time	2:00 PM
Meeting Location	Walter E. Miller School Support Center
Committee Chairman	Susan Harrigan
Note Taker	Danielle Domicolo
Attendance	Committee Members: Susan Harrigan, Chair Michael Hartman, Vice-Chair Pat Barber – Not in attendance Tom Ehren Holly Johnson Deanna Howell Board Members: Cindy Spray Mary Foreman Staff: Rachel Sellers, Deputy Superintendent of Business Services Kevin Chapman, Executive Director of Administration Cathy Miley, Director of Finance Ryan Juengling, Financial Analyst
Opening	**Call to Order** • Chair Harrigan called the meeting to order at 2:05 PM. **Audio Recording** • Chair Harrigan announced that the meeting was being audio recorded.
Review and Accept Minutes from August 8, 2023	**Motion**: **Motion to approve the August 2, 2023 Minutes was made by Vice-Chair Hartman and seconded by Member Johnson.** The motion was approved 4-0.
Public Comment	**Notes:** There were no requests for public comment.
New Business	a. **Review Findings of Arts Millage** **Notes:** Vice-Chair Hartman asked a question regarding vendors and how often the District review them. Mr. Juengling stated they are required to be approved by the District and will follow that criteria for review. Chair Harrigan asked for clarification of the ordering process for teachers. Ms. Miley explained the purchasing process.

	Member Johnson asked questions about preferred pricing for Amazon and teachers not receiving their orders. Ms. Miley explained possible challenges regarding justification of purchases. Member Johnson recited the Committee's responsibility and stated she would like to see real time data. The Committee held a discussion. Ms. Sellers explained the timeline of receiving financial information and noted that the July-September quarterly financials will be available at the next meeting. Chair Harrigan asked for clarification on capital expense/millage expense. Ms. Sellers explained. There was another discussion about approval process for purchases. The Committee discussed if millage funds were being used to supplant or expand. Discussion was held. The Committee was asked, by Mr. Chapman, to come up with a few events that they would like reviewed. Mr. Chapman stated he would attain information from selected departments that might help the Committee, and it will include (broken down by arts and STEM) which programs and activities they participate in now, and which they did not participate in prior to millage funds. In addition, he stated he will also provide information regarding how these programs have been expanded. Member Johnson said she would like to know when the millage is being used for an event or activity occurs. Ms. Miley directed the committee to view the millage minutes and fiscal year presentations on our district website.
Administrative Matters	**a. Review Member Vacancies** **Notes:** Chair Harrigan stated the need for more Committee Members. Member Hartman said he would make an appeal to the community at the next Board Meeting. **b. Date of Next Committee Meeting – December 6, 2023** **Notes**: Chair Harrigan noted December 6, 2023 as the date for the next Committee Meeting. **c. Agenda Items for Next Committee Meeting** **Notes**: Chair Harrigan noted the following topics for the December 6 Committee Meeting: • Review Mr. Chapman's findings. • Request for a purchasing department representative to attend meeting. • Follow up on Charter School reports of millage spending.
Adjournment	**Notes:** Ms. Barber thanked the Members for their hard work. Ms. Sellers noted the email with the information requested was just emailed to the Board Clerk and was sent to the Committee Members before the end of the meeting. **Motion**: A motion to adjourn was made by Member Ehren and seconded by Vice-Chair Hartman. The motion was approved 4-0. Chair Harrigan adjourned the Meeting at 3:14 PM.