

**MINUTES**  
**FINANCE COMMITTEE MEETING**  
Tuesday, December 3rd, 2024

**Members Present:** Dr. Jeffrey Kingsley, Dr. Michael Shafe', Sandra Thomas

**Members Absent:** Stuart Anderson

**Staff Present:** Diane Bickham, Tim Coleman, Drew Ehrlich, Martha Jaynes, Jackie Kenworthy, Chad Sinnwell, Richard Vandal

The meeting was called to order at 5:03pm by Tim Coleman

Drew Ehrlich, CFO presented the November 2024 Financial Statements. Financials were reviewed in preparation for presentation to the Board of Directors. It was moved by Dr. Jeffrey Kingsley and seconded by Dr. Michael Shafe' to recommend the Board of Directors approve the financial report as presented. Motion passed unanimously.

**Final recommendations for the 2025 Budget and CSP funding:** The full 2025 Budget will be presented to the Board of Directors at the Board meeting next week.

Dr. Jeffrey Kingsley and Dr. Michael Shafe' suggested that all CSP's requesting funding from PCBS, present next year so Board members can become familiar with their programs and their services. It was recommended by Sandra Thomas that CSP's present during various months, as to not hold all presentations during the month of November. Dr. Michael Shafe' recommended their proposed changes be added to the current Bylaws. The Bylaws will be emailed to the committee members on December 4<sup>th</sup>. Any changes the committee members have will need to be submitted to PCBS no later than December 25<sup>th</sup>. The revised bylaws will be on the agenda for discussion and approval at the January 2025 Board meeting.

The committee recommended the Board of Directors move into a closed session at the next Board meeting in January, to review the performance of the Executive Director. This topic will be added to the Board agenda.

With no further business to discuss, a motion was made by Dr. Jeffrey Kingsley and seconded by Dr. Michael Shafe' to adjourn the meeting. The meeting was adjourned at 5:57pm.

Minutes taken by:  
Jackie Kenworthy  
PCBS Office Facilitator

