

**NRCC Finance Committee  
Conference Call**

**November 5, 2019: 8:00am**

**Present:** Somara Zwick, Rick Hopkins, Bill Manner, Kerry O'Brien

Meeting Opened: 8:02am with review of September financial statements.

Prior to Somara's leave, NRCC had paid vendor invoices up to available cash in bank. Due to delays in DEC fund deposits, there was not have enough cash on hand to pay all invoices. In early October DEC funds receivable were received so unpaid approved invoice amount payments were disbursed . NRCC is still waiting on a late payment from NRCS - 3<sup>rd</sup> installment of FY19 Capacity funding grant.

Discussion about reaching out to DEC to relay concerns about slow payment processing, and how this is having an adverse effect on cashflow and the ability to pay for projects in a timely manner. In the interim, Holden is sending emails every two weeks to check on status of payments. It is understood that DEC has allocated \$200,000 toward their business office which we hope will improve admin of funds due.

Discussion about the new Ag WQ Coordinator position, it was just advertised. It will be an NRCC position but employed through VACD similar to Jess and Holden.

The committee discussed the need for an additional NRCC Finance Committee member and needing to update paperwork for check signatories with the bank since Beth is no longer on NRCC. Kerry will reach out to Richard to join Finance Committee. Bill is willing to become a check signer. Somara will initiate the process. Rick will contact Beth to see if a new Rep to NRCC is in the works.

Somara shared that she will be retiring from NRCC. Somara, Kerry and Jill are discussing a transition plan. Kerry and Jill are working on a plan to hire a combined VACD/NRCC Finance Manager who will also participate in HR activities.

Rick and Jill are heading to Grand Isle County tonight to have a meeting with the NRCD board and discuss their Core Service agreement and a capacity building plan.

NRCC Finance Committee will meet at 12:00 before the next NRCC meeting on 12/3.

Bill made a motion to approve the September financial statements, Rick seconded. The motion was approved.

Meeting Adjourned: 8:45am