



CITIZEN'S BUDGET OVERSIGHT COMMITTEE

February 15, 2017 – 201 W. 14th Street, Wilmington, DE 19801

Minutes

Members Present: Kevin Lair, Richard Riggs, John Kane, Eric Williams, Bill Ray

Members Absent: Thomas Wannop, Jodi O'Ferrall

Others Present: Kelly Davenport

- I. **Review of minutes from previous meeting**
 - Committee reviewed January 2017 meeting minutes and voted to approve, pending updates to attendee list.
- II. **Committee member update**
 - The committee briefly discussed the finance training that was offered by Brook Hughes from the Department of Education. Members who could attend found the training very valuable and beneficial.
- III. **Review of Finances** – Bill Ray, Controller of Build the Future, presented the financials for the month ending January 31, 2017. As the financials were reviewed, the committee discussed a series of items as follows:
 - The discussion focused on select expense categories that were exceeding the budget. Eric Williams asked how these deficits will be covered. Explanations will be provided at the next CBOC meeting.
- IV. **Other items**
 - The payee list was reviewed with no concerns.
 - The committee did not yet receive any feedback from the Department of Education regarding the draft of the bylaws.
 - **Bill Ray motioned that the bylaws be passed, pending any changes requested by the Department of Education. Any changes will be reviewed and adopted by the committee at the next meeting. Kevin Lair seconded the motion and the motion passed unanimously.**
- V. **Next Meeting**
 - The next CBOC meeting is scheduled for March 17, 2017, at 4:00 PM
- VI. **Adjournment** – The CBOC adjourned at 4:40 p.m.