

Southeast Compact Commission Administrative Committee Meeting

June 27, 2022

The Finance Committee met at the offices of the Georgia Environmental Finance Authority at 47 Trinity Ave SW, Fifth Floor, Atlanta, GA 30334. Committee Chairman Jack Storton noted that a quorum of the Committee was present and called the meeting to order at 3:00 p.m.

Members Present

Jack Storton (Chairman), Karl Frost, John Williamson, Paul Burks, Debra Shults (for Michael Mobley), Donna Hodges

Staff Present

Tom Hansen

Also Present

Lea Perlas, Les Foldesi

Public Comment Pertaining to Agenda

No members of the public were present.

Approval of Minutes

Karl Frost made a motion to approve the minutes of the June 1, 2021, committee meeting. Paul Burks seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

Staff Report

Tom Hansen, the Commission's Executive Director, summarized the items on the Committee's agenda and reported on the following items.

- Communications with the Commission's financial advisor (Raymond James)
- Communications with the Commission's bank (Truist) regarding checking and credit card accounts
- Annual reporting
- Employment taxes for Ted Buckner
- Insurance renewals
- Transitioning of the broker/processor website responsibility to the Disused Sources Working Group
- Intentions to have the SECC website updated
- Executive Director timecard recordkeeping
- Communications with Commissioners and Alternates

- Document storage
- Future meetings and meeting planning

Review and Discussion of Proposed Budget for Fiscal Year 2023

Paul Burks, Secretary/Treasurer and Chairman of the Finance Committee, presented the proposed budget for FY 2023 and the supporting documentation to the Committee. The proposed budget had been reviewed by the Finance Committee earlier that day and was referred to the Administrative Committee for further review.

Paul Burks moved that the proposed FY 2023 budget be submitted to the full Commission for approval. Karl Frost seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

Records Retention Policy

Donna Hodges was asked at the last Administrative Committee meeting to review the Commission's records retention policy and public access to Commission records. She commented that a formal policy could not be found and that the various states have different requirements under their laws.

Action - Tom Hansen will check the Commission's files for a record retention policy and will draft a new policy for the Committee's review in the event an existing policy cannot be located.

Other Business

No new business was discussed.

Public Comment

No members of the public were present; thus, there was no public comment.

Adjournment

Paul Burks moved to adjourn the meeting and Donna Hodges seconded the motion. Committee Chairman Storton called for a vote, and the meeting was unanimously adjourned at 4:18 p.m.