

City of Bowie
Financial Advisory Committee
Minutes
Regularly Scheduled Meeting May 4, 2022

EXECUTIVE SUMMARY: On May 4, 2022, the Financial Advisory Committee held its regular meeting via Microsoft Teams. Members discussed issues listed on the Agenda. This included a look-back at their recently concluded efforts related to the FY23 Budget and identification of deliverables for the next 12-months. The committee also engaged in a brainstorming session around potential strategies designed to recruit committee members and to increase engagement with City residents effective immediately.

1. Call to Order: At 7:05 PM.
2. Roll Call and Introductions:
 - A. A quorum was established with the following members in attendance:
 - i. William Olukoya
 - ii. Patricia Peterson
 - iii. Carl Robinson
 - iv. Meglan Knights
 - B. Mr. H. Byron Matthews, Director, Bowie Finance Department is the Staff Liaison to the Financial Advisory Committee, and was in attendance.
 - C. No visitors were in attendance.
 - D. The published May 2022 Agenda was reviewed, adopted and will be followed.
3. Old Business: Minutes from the April 6, 2022 meeting was finalized and approved. The document will be forwarded to the Secretary for signature before posting to the City website.
4. New Business Reviewed and Discussed:
 - A. FY23 Budget Review Process – The team spent some time to look back and evaluate their efforts in responding to the FY23 Proposed Budget. The time frame has always been compressed: from the time the budget is shared to the date the letter is due. All members agreed with the new format and applauded the full engagement of all members in composing the letter. Ms. Peterson who was tasked to merge all comments into the document commented that the letter hit key points which the Council needed to hear again. Mr. Olukoya pointed to items in the budget which requires development and which feeds into the strategic benchmarking project he leads at the Committee level. Mr. Robinson, Chair, read the letter at the Budget Hearing on May 2, 2022. There was also a suggestion that the Committee engage Councilman Woolfley to get his perspective on the Letter. Such feedback would inform actions to be taken going forward.

Decision: Ms. Peterson was asked to prepare an open invitation to Councilman Woolfley to attend a Financial Advisory Committee meeting.
 - B. Mr. Robinson suggested that the committee design a calendar intended to identify key dates and deliverables for the next 12-months, culminating with the FY24 Proposed Budget activities.

Decision: The Committee will collaborate on identifying important dates in designing a Committee Calendar with assistance from Mr. Matthews. This is an ongoing project until completed.

C. The Financial Advisory Committee is authorized to operate with 7-members. In order to fill the vacant seats, the committee discussed options for attracting and engaging new candidates. Mr. Matthews is amenable to assisting with the idea of a short video which could be placed on the website. Ms. Knights was open to continue engaging the audience at Bowie State University. Mr. Robinson introduced the idea of contacting members of the Chamber of Commerce. Other suggestions included using the Bowiefest forum; revisiting the FAQs and preparing a paper outlying the benefits/advantages of a functional member of this committee.

Decision: Mr. Robinson will begin composing a script which he will circulate for input.

5. Committee adjourned: At 8:00 PM Mr. Robinson moved to adjourn the meeting and Ms. Peterson seconded.
6. The next Committee meeting is planned for June 1, 2022 at 7:00 PM.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on 6/1/22.

Meglan Knights
Meglan Knights,
Secretary