

**City of Bowie**  
**Financial Advisory Committee**

**Regularly Scheduled Meeting on February 3, 2021**

**EXECUTIVE SUMMARY:** On February 3, 2021, the Financial Advisory Committee held a regular meeting via Microsoft Teams. No minutes were approved, FAC Vice-Chair will take over Chair position as proposed and voted on. Members discussed benchmarking and made plans for the upcoming Budget Review cycle. The Open Meeting training requirements have been fulfilled.

1. **Call To Order.** At 7:24 pm, The Chair called the meeting to order.
2. **Roll Call.**
  - a. A quorum was established with the following members in attendance:
    - i. Ronald Yancey, Chair
    - ii. Muzar Jah
    - iii. William Olukoya
    - iv. Patricia Peterson
  - b. Mr. Byron Matthews, Director, Bowie Finance Department and Staff Liaison to the Financial Advisory Committee was in attendance.
3. **Introductions:** None
4. **Unfinished Business:** None
5. **New Business:**
  - a. **Minutes:** January Minutes will be approved by next regular meeting.
  - b. **FAC Chair Position and Members:** Mr. Rodney Yancey (co-chair) has assumed the responsibilities of the Chair for the remainder of the tenure which ends in July 2021. All members were in favor. Consideration of a Vice-Chair will be put forth at the next regular meeting.
  - c. **Open Meeting Act Training:** Ms. Muzar Jah has taken the Open Meetings Act Training. We provided Certificate to the City Clerk for the record. Bowie FAC complies with requirements.
  - d. **Budget Cycle FY22:** Bowie FAC plans to present their annual response to Council on May 3<sup>rd</sup>. Dates were provided for submission. Provide letter to Mr. Byron Matthews by April 26<sup>th</sup> for inclusion in Council package on April 29<sup>th</sup>. Members are to review their assigned budget areas.

- e. **Benchmarking:** Committee continued discussion on benchmarking. Cities included in benchmarking are Rockville, Severna, Potomac, Ellicott City, Laurel, and College Park. Criteria has been selected. During March meeting, Mr. William Olukoya plans to present on benchmarking.

6. **The Committed adjourned** at 8:00 pm.

7. **Next Meeting:** The next Committee meeting is planned for March 3, 2021 at 7:00 p.m.

The foregoing minutes were approved by the Financial Advisory Committee, City of Bowie, Maryland, on \_\_\_\_\_ June 5<sup>th</sup> 2021\_\_\_\_\_.

\_\_\_\_\_*Muzar Jah*\_\_\_\_\_

Muzar Jah obo Secretary