

**ADMINISTRATION/FINANCE COMMITTEE  
MINUTES**

**Friday, April 3, 2015**

Present: Commissioner Stenslie, Kelly Shirk, Kara Ralston

Staff Present: Claudia Harrison, Jennifer Johnson, Kathy Rangel

**I. Call to Order/Welcome/Introductions**

Commissioner Stenslie began the meeting at 9:55 a.m. Since there was not a quorum, information was reviewed, but action was not taken on any items.

**II. Approval of Minutes from February 6, 2015**

The minutes will be carried forward to the next meeting for approval.

**III. Approval of Agenda**

The agenda was approved by consensus.

**IV. Public Comments**

There were no comments from the public.

**V. Review of Financial Reports as of February 28, 2015**

Jennifer Johnson presented the Expenditure Report as of February 28, 2015. Jennifer highlighted areas of the report providing explanations for variances. Jennifer noted that the February Expenditure Report largely reflects activity as of Quarter 2 and she pointed out that spending levels are running similar to last year.

**VI. Recommendation to Update Procurement Policies and Procedures**

Jennifer Johnson referred to the Commission's procurement policies and procedures and reviewed the proposed change to add a provision for awarding contracts with federal dollars. Jennifer noted that the change resulted from the single audit. The Committee members present were in agreement with the proposed change. The updated Procurement Policies and Procedures will be carried forwarded to the next Commission meeting.

**VII. Review of Federal Payroll Procedures**

Jennifer Johnson reviewed the proposed payroll procedures for employees that are funded through a federal award. The procedures address employees that are solely funded by a single federal award or those partially funded through one or more federal programs. Jennifer noted that the procedures follow the federal requirements of OMB Circular A-87, cost principles for local governments. Jennifer noted that the new procedure resulted from the single audit. The Committee members present were in agreement with the proposed procedure.

### **VIII. Review of Assumptions for the FY 2015/16 Budget**

Jennifer Johnson provided a preliminary overview of the assumptions for the FY 2015/16 Administration and Program Management budgets. She stated that the purpose of today's discussion is to receive input on the budgetary assumptions. Jennifer reviewed the preliminary budget assumptions and staffing pattern. Jennifer reported that staff will be reviewing the current methodology for allocating shared operating costs, which may result in further allocation of office expenses across all internal costs centers. Jennifer noted that the assumptions will be refined over the next month as more information is obtained on historical usage and rate increases.

The Committee member present felt the budget assumptions were appropriate. Staff will present the FY 2015/16 budgets and the forecast for FY 2014/15 at the May Committee meeting. Along with the Administration budget and Overall Operating Budget, the Committee will also review budgets for internal functions including: Program Management; Results Based Accountability; and Communication, Education, & Development.

### **IX. Recommendation to Amend Flexible Spending Arrangement (FSA)**

Jennifer Johnson stated that staff is looking to update the Commission's FSA plan to include "young adult children" (up to the age of 26) as dependents, thereby aligning with Commission's coverage of health insurance premiums for these dependents as required by the Affordable Care Act. Staff is in the process of indentifying a firm that can modify the plan and recommend any other relevant changes that may be needed. Staff will bring the proposed FSA plan changes to a future meeting.

### **X. Update on Commission Activities**

Claudia Harrison referred to the Executive Director's report for March 2015 and highlighted areas of the report. Claudia Harrison provided an update on the implementation of electronic invoicing through the fiscal module of Persimmony. She stated that contract renewal is underway and noted that contracts are scheduled to be fully executed by June 30, 2015. She provided an update on strategic planning with a report on the All Committee meeting and two Commission Retreats. She discussed next steps and stated that staff will develop a draft strategic plan to be presented to the Commission at their next meeting.

### **XI. New Business/ Miscellaneous**

Jennifer Johnson distributed an audit closeout letter from Fanning and Karrh.

### **XII. Closure**

Commissioner Stenslie ended the meeting at 10:30 a.m.