



*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
DECEMBER 14, 2023 — 12:00 PM  
COMPASS 2ND FLOOR LARGE CONFERENCE ROOM  
700 NE 2<sup>ND</sup> STREET, SUITE 200  
MERIDIAN, IDAHO**

**Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>**  
(Subject to availability and functionality of connection.)

**Committee members can participate in the meeting in-person or via Zoom conference call.** The 2nd floor large conference room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at [tgregory@compassidaho.org](mailto:tgregory@compassidaho.org) or 208-475-2225.

**\*\* AGENDA \*\***

**I. CALL TO ORDER/ROLL CALL**

**II. OPEN DISCUSSION/ANNOUNCEMENTS**

**III. CONSENT AGENDA**

Page 2 **A.\* Approve November 30, 2023, Finance Committee Meeting Minutes**

**IV. INFORMATION/DISCUSSION ITEM**

Page 4 **A.\* Review Report of Disbursements Made in the Reporting Period**

**V. ACTION ITEMS**

**A. Accept Fiscal Year 2023 Audit Report**

Page 6 **B.\* Establish 2024 Finance Committee Meeting Dates**

**VI. OTHER**

**A. Next Meeting: March 21, 2024**

**VII. ADJOURNMENT**

**\*Enclosures      Agenda is subject to change.**

*Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.*

*Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.*

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*Working together to plan for the future*

**FINANCE COMMITTEE MEETING  
NOVEMBER 30, 2023  
COMPASS 2<sup>ND</sup> FLOOR LARGE CONFERENCE ROOM AND ZOOM**

**\*\* DRAFT MINUTES \*\***

**ATTENDEES:** Rod Beck, Commissioner, Ada County, **Chair**, in person  
Zach Brooks, Commissioner, Canyon County, via ZOOM  
Trevor Chadwick, Mayor, City of Star, **Vice Chair**, in person  
Miranda Gold, Commissioner, Ada County Highway District, in person  
Victor Rodriguez, Councilmember, City of Nampa, via ZOOM  
Robert Simison, Mayor, City of Meridian, via ZOOM

**MEMBERS ABSENT:** Steve Rule, Mayor, City of Middleton

**OTHERS PRESENT:** Ashley Cannon, COMPASS, in person  
Teri Gregory, COMPASS, in person  
Meg Larsen, COMPASS, in person  
Amy Luft, COMPASS, in person  
Matt Stoll, COMPASS, in person

**CALL TO ORDER:**

Vice Chair Trevor Chadwick called the meeting to order at 12:00 p.m. Chair Rod Beck arrived at 12:02 p.m.

**OPEN DISCUSSION/ANNOUNCEMENTS**

There were no announcements.

**CONSENT AGENDA**

**A. Approve August 17, 2023, Finance Committee Meeting Minutes**

**Victor Rodriguez moved and Zach Brooks seconded approval of the Consent Agenda as presented. Motion passed unanimously.**

## **INFORMATION/DISCUSSION ITEM**

### **A. Review Report of Disbursements Made in the Reporting Period**

Meg Larsen presented the disbursements made in the reporting period, August 5, 2023, through November 5, 2023, which was provided in the packet for information. There was no discussion regarding these disbursements.

## **ACTION ITEMS**

### **A. Approve Variance Report for October 1, 2022 – September 30, 2023**

Meg Larsen presented the variance report from October 1, 2022 – September 30, 2023.

**Trevor Chadwick moved and Miranda Gold seconded approval of the variance report from October 1, 2022 – September 30, 2023, as presented. Motion passed unanimously.**

### **B. Recommend Approval of Revision 1 of the FY2024 Unified Planning Work Program and Budget (UPWP)**

Meg Larsen presented Revision 1 of the FY2024 UPWP. Meg noted as part of her presentation that the FY2023 Consolidated Planning Grant carryover amount was overstated by \$5,455. The correct amount is \$396,221. Corrected pages from the packet were provided to the committee for pages 19, 20, 21, 22, 35, and 39.

**Trevor Chadwick moved and Victor Rodriguez seconded to recommend COMPASS Board of Director's approval of Revision 1 of the FY2024 UPWP. Motion passed unanimously.**

## **ADJOURNMENT**

**Miranda Gold moved and Trevor Chadwick seconded adjournment of the meeting. Motion passed unanimously.**

Chair Rod Beck adjourned the meeting at 12:21 p.m.

**Approved this 14<sup>th</sup> day of December 2023.**

**By:** \_\_\_\_\_  
**Rod Beck, Chair**

**Attest:**

**By:** \_\_\_\_\_  
**Trevor Chadwick, Vice Chair**

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 11/6/2023 to 12/5/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: LUFT AMY LUFT</b>					
A	ICCU - Checking	E000001397	11/20/2023	172.00	Electronic Payment
				<b>Vendor AMY LUFT Total:</b>	172.00
<b>Vendor Number: ZBOIMUN Boise Municipal Health Care</b>					
A	ICCU - Checking	E000001400	11/20/2023	32,331.99	Electronic Payment
				<b>Vendor Boise Municipal Health Care Total:</b>	32,331.99
<b>Vendor Number: BOE Boise Office Equipment</b>					
A	ICCU - Checking	0000007316	12/5/2023	896.84	Auto
				<b>Vendor Boise Office Equipment Total:</b>	896.84
<b>Vendor Number: ZCOLON COLONIAL LIFE &amp; ACCIDENT</b>					
A	ICCU - Checking	0000007308	11/20/2023	17.32	Manual
				<b>Vendor COLONIAL LIFE &amp; ACCIDENT Total:</b>	17.32
<b>Vendor Number: ECOCOUN Eco Counter</b>					
A	ICCU - Checking	E000001401	12/5/2023	655.00	Electronic Payment
				<b>Vendor Eco Counter Total:</b>	655.00
<b>Vendor Number: ECONORT ECONorthwest</b>					
A	ICCU - Checking	E000001402	12/5/2023	5,368.75	Electronic Payment
				<b>Vendor ECONorthwest Total:</b>	5,368.75
<b>Vendor Number: ECONOM EPB US, Inc.</b>					
A	ICCU - Checking	E000001392	11/20/2023	99,950.00	Electronic Payment
				<b>Vendor EPB US, Inc. Total:</b>	99,950.00
<b>Vendor Number: GIVENS Givens Pursley, LLP</b>					
A	ICCU - Checking	0000007309	11/20/2023	954.50	Auto
				<b>Vendor Givens Pursley, LLP Total:</b>	954.50
<b>Vendor Number: GOODHEA Good Heart Technology, Incorporated</b>					
A	ICCU - Checking	E000001393	11/20/2023	120.00	Electronic Payment
				<b>Vendor Good Heart Technology, Incorporated Total:</b>	120.00
<b>Vendor Number: HARRIS HARRIS CPA's</b>					
A	ICCU - Checking	E000001394	11/20/2023	13,500.00	Electronic Payment
				<b>Vendor HARRIS CPA's Total:</b>	13,500.00
<b>Vendor Number: ZHARTF HARTFORD</b>					
A	ICCU - Checking	W000000709	11/20/2023	1,177.10	Wire Transfer
				<b>Vendor HARTFORD Total:</b>	1,177.10
<b>Vendor Number: IDBUSI Idaho Business Review</b>					
A	ICCU - Checking	0000007310	11/20/2023	179.14	Auto
				<b>Vendor Idaho Business Review Total:</b>	179.14
<b>Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION</b>					
A	ICCU - Checking	0000007317	12/5/2023	1,485.62	Auto
				<b>Vendor IDAHO CENTRAL CREDIT UNION Total:</b>	1,485.62
<b>Vendor Number: IDPOWE IDAHO POWER CO.</b>					
A	ICCU - Checking	0000007318	12/5/2023	567.96	Auto
				<b>Vendor IDAHO POWER CO. Total:</b>	567.96
<b>Vendor Number: IDPROEN Idaho Society of Professional Engineers Foundation</b>					
A	ICCU - Checking	0000007319	12/5/2023	500.00	Auto
				<b>Vendor Idaho Society of Professional Engineers Foundation Total:</b>	500.00
<b>Vendor Number: ZIDSTX IDAHO STATE TAX COMMISSION</b>					
A	ICCU - Checking	W000000708	11/20/2023	5,387.00	Wire Transfer
				<b>Vendor IDAHO STATE TAX COMMISSION Total:</b>	5,387.00
<b>Vendor Number: INTMOU INTERMOUNTAIN GAS CO.</b>					
A	ICCU - Checking	0000007311	11/20/2023	59.82	Auto
				<b>Vendor INTERMOUNTAIN GAS CO. Total:</b>	59.82

**Check History Report**  
**Sorted By Vendor Name**  
**Activity From: 11/6/2023 to 12/5/2023**

**Community Planning Association (CPA)**

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
<b>Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE</b>					
A	ICCU - Checking	W000000706	11/20/2023	18,151.05	Wire Transfer
A	ICCU - Checking	W000000710	12/5/2023	18,483.14	Wire Transfer
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>				<u>36,634.19</u>	
<b>Vendor Number: IRONEDG IronEdge Group</b>					
A	ICCU - Checking	0000007320	12/5/2023	448.20	Auto
<b>Vendor IronEdge Group Total:</b>				<u>448.20</u>	
<b>Vendor Number: KINGSTO Kingston Phoenix Group, Inc.</b>					
A	ICCU - Checking	E000001395	11/20/2023	44.94	Electronic Payment
<b>Vendor Kingston Phoenix Group, Inc. Total:</b>				<u>44.94</u>	
<b>Vendor Number: KLOPFEN Lila Klopfenstein</b>					
A	ICCU - Checking	E000001396	11/20/2023	1,307.50	Electronic Payment
<b>Vendor Lila Klopfenstein Total:</b>				<u>1,307.50</u>	
<b>Vendor Number: STOLL MATTHEW STOLL</b>					
A	ICCU - Checking	E000001399	11/20/2023	273.07	Electronic Payment
<b>Vendor MATTHEW STOLL Total:</b>				<u>273.07</u>	
<b>Vendor Number: MERPRES Meridian Press</b>					
A	ICCU - Checking	0000007321	12/5/2023	42.95	Auto
<b>Vendor Meridian Press Total:</b>				<u>42.95</u>	
<b>Vendor Number: NAMCHA NAMPA CHAMBER OF COMMERCE</b>					
A	ICCU - Checking	0000007312	11/20/2023	230.00	Auto
<b>Vendor NAMPA CHAMBER OF COMMERCE Total:</b>				<u>230.00</u>	
<b>Vendor Number: NAMPAC NAMPA CIVIC CENTER</b>					
A	ICCU - Checking	0000007313	11/20/2023	800.00	Auto
<b>Vendor NAMPA CIVIC CENTER Total:</b>				<u>800.00</u>	
<b>Vendor Number: ZBYERL NCPERS Group Life Ins. (M605)</b>					
A	ICCU - Checking	0000007307	11/20/2023	80.00	Manual
<b>Vendor NCPERS Group Life Ins. (M605) Total:</b>				<u>80.00</u>	
<b>Vendor Number: NET@WOR Net@Work</b>					
A	ICCU - Checking	E000001398	11/20/2023	1,023.75	Electronic Payment
<b>Vendor Net@Work Total:</b>				<u>1,023.75</u>	
<b>Vendor Number: OFFMAX Office Depot</b>					
A	ICCU - Checking	0000007314	11/20/2023	198.88	Auto
<b>Vendor Office Depot Total:</b>				<u>198.88</u>	
<b>Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT</b>					
A	ICCU - Checking	W000000707	11/20/2023	21,861.88	Wire Transfer
A	ICCU - Checking	W000000712	12/5/2023	22,070.74	Wire Transfer
<b>Vendor PUBLIC EMPLOYEES RETIREMENT Total:</b>				<u>43,932.62</u>	
<b>Vendor Number: ZRBH Reliant Behavioral Health DBA Uprise Health</b>					
A	ICCU - Checking	E000001404	12/5/2023	5,300.00	Electronic Payment
<b>Vendor Reliant Behavioral Health DBA Uprise Health Total:</b>				<u>5,300.00</u>	
<b>Vendor Number: SYRINGA Syringa Networks, LLC</b>					
A	ICCU - Checking	E000001403	12/5/2023	939.91	Electronic Payment
<b>Vendor Syringa Networks, LLC Total:</b>				<u>939.91</u>	
<b>Vendor Number: TREAVA TREASURE VALLEY COFFEE</b>					
A	ICCU - Checking	0000007315	11/20/2023	67.59	Auto
A	ICCU - Checking	0000007322	12/5/2023	71.19	Auto
<b>Vendor TREASURE VALLEY COFFEE Total:</b>				<u>138.78</u>	
<b>Report Total:</b>				<u><u>254,717.83</u></u>	

COMPASS Finance Committee  
Proposed Meeting Dates for Calendar Year 2024

**ITEM V-B**

MEETING DATES

Agenda Items - Tentative		Proposed Finance Committee Dates	COMPASS Board
1	a. Review five year revenue and expense estimates and assumptions. b. Review and recommend proposed member dues for FY2025 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 21, 2024	
2	Approve FY2025 membership dues		Monday, April 15, 2024
3	a. Results of annual salary/benefit survey b. Review FY2025 UPWP budget worksheets. Recommend changes as necessary. c. Review and approve Q2 Variance Report.	Thursday, June 13, 2024	
4	Request recommendation of Board adoption of the FY2025 UPWP.	Thursday, July 11, 2024	
6	Adopt FY2025 UPWP		Monday, August 19, 2024
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 15, 2024	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2025 UPWP.	Thursday, November 21, 2024	
8	Review and approve FY2024 Audited Financial Statements.	Thursday, December 12, 2024	
9	Adopt Revision 1 of the FY2025 UPWP.		Monday, December 16, 2024

Notes: - Meeting times are from 12:00 pm to 1:30 pm  
- As in prior years, it may be necessary to call additional meetings. Staff will make every effort to notify COMPASS Finance Committee members in a timely manner so they can adjust their schedules.