

**FINANCE COMMITTEE MEETING
DECEMBER 17, 2020— 12:00 PM
COMPASS - 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET, SUITE 200
MERIDIAN, IDAHO**

ZOOM CONFERENCE CALL

Facebook Live Streaming - <https://www.facebook.com/COMPASSIdaho>

Committee members are encouraged to participate in the meeting via Zoom conference call. Others may watch the meeting via Live Streaming on Facebook. The 2nd floor large conference room is open for in-person attendance, but has limited capacity for physical distancing; for the health and safety of all participants, virtual participation is encouraged. In-person attendees are asked to maintain physical distance and are required to wear a mask at all times in the COMPASS building.

Individuals that intend to attend the meeting in person should RSVP to Hailey Townsend at htownsend@compassidaho.org or 208-475-2232.

Written comments may be submitted by email to info@compassidaho.org. Comments can also be left by voicemail. Please call 208-475-2232 to record comments. Commenters must provide their name for the record. Comments identified by name that are received by 10:00 am on December 17, 2020, will be provided to the Committee members and read into the record during the meeting.

****AGENDA****

I. CALL TO ORDER

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 ***A. Approve December 3, 2020, Finance Committee Meeting Minutes**

IV. INFORMATION/DISCUSSION ITEM

Page 5 ***A. Review Report of Disbursements Made in the Reporting Period**

V. ACTION ITEMS

A. Approve Draft Fiscal Year 2020 Audit

Page 6 ***B. Establish 2021 Finance Committee Meeting Dates**

VI. OTHER

A. Next Meeting: March 18, 2021

VII. ADJOURNMENT

***Enclosures Times are approximate. Agenda is subject to change.**

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

FINANCE COMMITTEE MEETING DECEMBER 3, 2020 ZOOM CONFERENCE CALL

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4, via telephone
Jimmy Hallyburton for Holly Woodings, City of Boise, via telephone
Debbie Kling, Mayor, City of Nampa, **Chair**, via telephone
Diana Lachiondo, Commissioner, Ada County, via telephone
Mary May, Commissioner, Ada County Highway District, via telephone
Garret Nancolas, Mayor, City of Caldwell, **Vice Chair**, via telephone
Pam White, Commissioner, Canyon County, via telephone

MEMBERS ABSENT: None

OTHERS PRESENT: Meg Larsen, Community Planning Association, via telephone
Amy Luft, Community Planning Association, via telephone
Matt Stoll, Community Planning Association, via telephone
Hailey Townsend, Community Planning Association, via telephone

CALL TO ORDER:

Chair Debbie Kling called the meeting to order at 12:00 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

None.

CONSENT AGENDA

A. Approve August 27, 2020, Finance Committee Meeting Minutes

Jay Gibbons moved and Mary May seconded approval of the Consent Agenda as presented. Motion passed unanimously.

INFORMATION/DISCUSSION ITEM

A. Review Report of Disbursements Made in the Reporting Period

The report of disbursements made in the reporting period, August 6, 2020 to November 20, 2020, was provided in the packet for information.

ACTION ITEM

A. Approve Variance Report for October 1, 2019 – September 30, 2020

Meg Larsen presented the Variance Report for October 1, 2019 – September 30, 2020, for approval by the Finance Committee.

After discussion, **Pam White moved and Mary May seconded to approve the variance report as presented. Motion passed unanimously.**

B. Recommend Approval of Revision 1 of the FY2021 Unified Planning Work Program and Budget

Meg Larsen reviewed Revision 1 of the FY2021 Unified Planning Work Program and Budget (UPWP) for recommendation by the Finance Committee for approval by the COMPASS Board of Directors.

After discussion, **Mary May moved and Garret Nancolas seconded to recommend Revision 1 of the FY2021 for COMPASS Board of Directors' approval. Motion passed unanimously.**

ADJOURNMENT

Garret Nancolas moved and Mary May seconded to adjourn the meeting at 12:19 p.m. Motion passed unanimously.

Approved this 17th day of December 2020.

**By: _____
Debbie Kling, Chair**

Attest:

**By: _____
Garret Nancolas, Vice Chair**

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Check History Report
Sorted By Vendor Name
Activity From: 11/21/2020 to 12/4/2020

Community Planning Association (CPA)

Bank Code	Description	Check Number	Check Date	Check Amount	Check Type
Vendor Number: ZBOIMUN Boise Municipal Health Care					
A	ICCU - Checking	E00830	12/4/2020	23,432.20	Electronic Payment
				Vendor Boise Municipal Health Care Total:	23,432.20
Vendor Number: IDCENT IDAHO CENTRAL CREDIT UNION					
A	ICCU - Checking	006664	12/4/2020	2,035.55	Auto
				Vendor IDAHO CENTRAL CREDIT UNION Total:	2,035.55
Vendor Number: ZSTAUD INTERNAL REVENUE SERVICE					
A	ICCU - Checking	W00471	12/4/2020	15,299.30	Wire Transfer
				Vendor INTERNAL REVENUE SERVICE Total:	15,299.30
Vendor Number: STOLL MATTHEW STOLL					
A	ICCU - Checking	E00827	12/4/2020	105.13	Electronic Payment
				Vendor MATTHEW STOLL Total:	105.13
Vendor Number: ZPERET PUBLIC EMPLOYEES RETIREMENT					
A	ICCU - Checking	W00472	12/4/2020	19,214.95	Wire Transfer
				Vendor PUBLIC EMPLOYEES RETIREMENT Total:	19,214.95
Vendor Number: TISCHLE TischlerBise					
A	ICCU - Checking	E00828	12/4/2020	22,470.00	Electronic Payment
				Vendor TischlerBise Total:	22,470.00
Vendor Number: WESTRO WESTERN TROPHY & ENGRAVING					
A	ICCU - Checking	E00829	12/4/2020	637.00	Electronic Payment
				Vendor WESTERN TROPHY & ENGRAVING Total:	637.00
				Report Total:	<u>83,194.13</u>

COMPASS Finance Committee
Proposed Meeting Dates for Calendar Year 2021

ITEM V-B

Agenda Items - Tentative		MEETING DATES	
		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 FY2022 UPWP. c. Review and approve Q1 Variance Report.	Thursday, March 18, 2021	
2	Approve FY2022 membership dues		Monday, April 19, 2021
3	a. Review FY2022 UPWP budget worksheets. Recommend changes as necessary. b. Review and approve Q2 Variance Report.	Thursday, June 17, 2021	
4	Request recommendation of Board adoption of the FY2022 UPWP.	Thursday, July 15, 2021	
6	Adopt FY2022 UPWP		Monday, August 16, 2021
5	a. Review and approve Q3 Variance Report. b. Discuss audit planning with external auditor.	Thursday, August 19, 2021	
7	a. Review and approve Q4 Variance Report. b. Review and recommend Board approval of Revision 1 of the FY2022 UPWP.	Thursday, December 2, 2021	
8	Review and approve FY2021 Audited Financial Statements.	Thursday, December 16, 2021	
9	Adopt Revision 1 of the FY2022 UPWP.		Monday, December 20, 2021

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.