



Community Planning Association

of Southwest Idaho

**COMPASS Finance Committee
COMPASS Conference Room
January 9, 2004**

*****Revised Minutes*****

ATTENDEES:

A.J. Balukoff, Boise School District, **Vice-Chair**
Tom Dale, Mayor, City of Nampa
Susan Eastlake, Commissioner, Ada County Highway District,
Chair
Ralph Little, Commissioner, Canyon Highway District
Judy Peavey-Derr, Commissioner, Ada County

MEMBERS ABSENT:

Todd Lakey, Commissioner, Canyon County
Garret Nancolas, Mayor, City of Caldwell

OTHERS ATTENDING:

Clair Bowman, Community Planning Association
Nancy Brecks, Community Planning Association
Jae Hallett, Balukoff Lindstrom
Steve Purvis, City of Boise
Cindy Thiel, Community Planning Association
Jeanne, Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 2:37 p.m.

CONSENT AGENDA

A. Approve November 7, 2003, Finance Committee Meeting Minutes

After general discussion, Chair Eastlake asked for any objection to approving the November 24, 2003, Finance Committee meeting minutes as presented. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Approve Direction for Phase II of the Internal Controls Engagement

Jae Hallet of Balukoff Lindstrom reviewed the four areas of concern identified by the Board in Phase I of the Internal Controls Engagement: Financial Reporting; Accounting Controls; Words and Actions; and Scope of Authority.

Jae discussed his opinion that monthly meetings of the COMPASS Board and Executive Committee appear to be excessive and questioned if the same matters are covered at both meetings. Jae recommended limiting the COMPASS Board meetings to a quarterly basis and keeping the Executive Committee on a monthly meeting schedule.

Jae reviewed his proposed outline for Phase II of the engagement:

Financial Reporting: Establish a working group to meet with Jae in a three meeting series to develop a new reporting model that is concise and accurate. Jae anticipates a single summary report format based on tasks. Consisting of two pages of numbers at a maximum and a one-page narrative. A point person at COMPASS will be identified for Board members to contact when they want to access information in greater detail. The report will address a method of approving and reporting budget transfers between tasks and projects; a method of reporting projects/tasks on a percentage complete basis; and a method of reporting on tasks/projects that are having problems. Jeanne Urlezaga, Clair Bowman, Cindy Thiel and Judy Peavey-Derr were selected as the working group. Jeanne will provide copies of COMPASS Financial reports to Jae before the first meeting of the working group. Jae requested that staff develop drafts of reporting formats to be considered at the first meeting. Steve Purvis suggested that staff look at Boise City's website to see if there is a report format that could be used. Susan clarified that the reports will continue to be split out between the two counties.

Accounting Controls: Jae will meet with staff to develop guidelines and suggestions for expanding on a financial policy manual. Specific items to be addressed include: bank states, credit cards; check signing; annual raises; payroll reporting; and allocation of costs between projects.

Jae recommended COMPASS incorporate a fraud policy and procedures based on the new standard that was established January 1st.

Words/Actions: Clarify the role of the Board. Determine what rises to the level of a policy vs. individual Board member's interests and what is management's day-to-day responsibility. Jae suggested that Clair develop a log of all directives to staff from individual Board members to be reviewed by the Executive Committee on a monthly basis for determining if the directives were appropriate without prior Board approval.

Scope of Authority: Clarify Clair's position description and establish descriptions or outline the duties of the Board groups, define meeting calendars and the size of each group. After general discussion, **Chair Eastlake asked for any objections to moving this item out of the Finance Committee's authority to the Executive Committee's authority. Hearing none, Chair Eastlake so ordered.**

Susan Eastlake noted that Phase III of the engagement would not be necessary because the products outlined in Phase III will be delivered as part of Phase II.

Clair asked Jae to address his concerns regarding how often the COMPASS Board meets in his final report.

B. Review Existing Guidelines for Executive Director's Authority to Committee Staff Time for Requests by Individual Board Members

After general discussion, Chair Eastlake asked for any objection to deferring this item until the March Finance Committee meeting. Hearing none, Chair Eastlake so ordered.

C. Consider Establishing a Formal Fund Balance

After general discussion, Chair Eastlake asked for any objections to staff developing a recommendation, based on facts, of what the COMPASS fund balance should be. Hearing no objection, Chair Eastlake so ordered.

D. Establish next Meeting Agenda/Date

The next meeting of the Finance Committee was scheduled for February 18, 2004, replacing the February 20th meeting. Susan Eastlake recapped that the agenda items for the February 18, 2004, are the Internal Controls Engagement and the Review of the Variance Report, unless other items arise that need to be considered.

INFORMATION/DISCUSSION

A. Review Variance Report: October 1, 2003 to October 31, 2003 and October 1, 2003 to November 30, 2003

Jeanne Urlezaga reviewed the October 1, 2003 to October 31, 2003 and October 1, 2003 to November 30, 2003 variance reports.

B. Update on Direct Costs for the Idaho Task Force on Public Transportation

Susan Eastlake stated the Finance Committee referred this issue to the Executive Committee and it will come back to the Finance Committee as a normal revision to the budget.

C. Discussion Regarding Error in Calculating General Membership Dues for the Canyon Highway Districts

Clair Bowman stated that he would bring to the March Finance Committee proposals for consideration on how dues are calculated for FY2005. One will be the method that came out of the Dues Subcommittee.

ADJOURNMENT:

The meeting adjourned at 4:05 p.m.

Dated this 18th Day of February 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

By: _____
A. J. Balukoff, Vice-Chair
COMPASS Finance Committee

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