



Community Planning Association

of Southwest Idaho

**Community Planning Association of Southwest Idaho
COMPASS Finance Committee
February 18, 2004
COMPASS Conference Room**

***** MINUTES*****

ATTENDEES:

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

MEMBERS ABSENT:

Tom Dale, Mayor, City of Nampa
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
Cindy Thiel, Community Planning Association
Jeanne, Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Susan Eastlake called the meeting to order at 2:00 p.m.

CONSENT AGENDA

A. Approve January 9, 2004, Finance Committee Meeting Minutes

After general discussion, Chair Eastlake asked for any objection to approving the January 9, 2004, Finance Committee meeting minutes with a change in wording to Item C. from Contingency Fund to Fund Balance. Hearing none, Chair Eastlake so ordered.

ACTION ITEMS

A. Report on Phase II of the Internal Controls Engagement

Jae Hallett reviewed the final Phase II report.

Financial Reporting:

Jae said that it was agreed dollars would continue to be split between Ada and Canyon Counties. Jae reviewed the proposed revised format for the Variance Report, which will reflect the most current budget revision. Explanations will provide a short commentary of any significant variance within a task for that reporting period.

Susan Eastlake said if into the second month the commencement date changes add another line to indicate the revised date. Jae suggested showing the original budgeted completion date, as well as revised projected completion dates.

Balance Sheet and Income Statement:

Jae reviewed the proposed format for the Balance Sheet and Income Statement. He said that it was agreed that Balance Sheet and Income Statements would be on a quarterly basis and is on an accrual basis. Jae suggested adding a total column to the format of the monthly Variance Report that ties back to the Income Statement.

Jae said minor modifications would be made to the memo that accompanies the variance report. Jae suggested that the monthly memo be revised to give more detail on tasks that are showing a significant variance. And on a quarterly basis the memo would be supplemented with commentary on the Balance Sheet and Income Statement.

Accounting controls:

Jae discussed his suggested revisions to the Financial Policy Manual.

Susan asked if there is a provision that if the Executive Director does not provide supporting documents for credit card purchases, is there a standard policy for how that is handled. Clair replied that there is not a written policy, but if he does not have a receipt, he writes on the credit card bill what the purchase was. If the charge in question is unidentified, he then writes a personal check to the credit card company to cover the costs. Those charges are not run through COMPASS. Jae suggested putting that procedure in writing.

Jae said Clair's expense reports are approved by the Secretary/Treasurer, not by Jeanne. Jae suggested that Jeanne not sign anymore checks than absolutely necessary and Jeanne keep a list of what checks she signs to be reviewed by Secretary/Treasurer. Jae said the best case would be that the Secretary/Treasurer review the canceled checks on a monthly basis, but this may not be practical.

Audit Standard on Fraud:

Jae said suggestions made in other areas should insure that the agency will comply next year with the new Fraud Audit Standard.

Words and Actions:

Jae said it was agreed that requests for staff time from Board members or the public should flow through one person internally, Jeanne, and then to Clair to determine how many hours of staff time the request would take. Clair will maintain a database of all requests to be reviewed on a monthly basis with the Executive Committee. Jae said a request form will be developed and posted on the website. Jae said staff and the Board members would need to be educated on the process that has to be used before information can be provided. Jae suggested if someone has an issue with having to fill out the form, staff could offer to fill out the form and send it back to the requestor to verify the requested information. It was discussed that the form would require a Board member to estimate the amount of staff time they anticipate their request will take.

Chair Eastlake asked for any objections to putting the Internal Controls Engagement Report on the March 12th Finance Committee agenda for adoption. Hearing none, Chair Eastlake so ordered.

B. Review October 1, 2003 to December 31, 2003 Variance Report:

After general discussion, **Chair Eastlake asked if there were any objections to her providing an update to the full Board at the monthly meetings regarding the variance reports in lieu of including the variance report as part of the Board packet as the Board receives a copy of the variance report as part of the Finance Committee mail out. Hearing none, Chair Eastlake so ordered.**

A.J. Balukoff noted an error on page 4 under the 900 tasks that reads, “Total Land Use Resources,” it should read “Total Operations.”

C. Consider Revision 2 of the FY2004 Unified Planning Work Program and Budget and Formulate a Recommendation to the COMPASS Board

Susan Eastlake asked why the legal services are to be increased in Revision 2 from \$5,000 to \$17,000, when only 12% of the budget has been spent to date. Clair replied the increase is for non-lobbying issues, i.e., the Conflict of Interest Policy and Professional Service Agreement language, which have not yet been invoiced by Ken McClure. Clair said this increase would bring the budget closer to what was actually spent last year. Susan asked why was only \$5,000 budgeted when last year legal was budgeted at \$12,000. Clair said that was a mistake on his and Jeanne’s part. He said they did not go back to the final and readjust based on what was really spent last year and what is anticipated this year. AJ said this does not affect the total. Clair replied that was correct. Susan recommended staff provide a full explanation of this action when it goes to full Board - a 250% increase is substantial for legal fees.

Clair discussed the \$15,000 requested in Item 7 – Underwrite Public Transportation access in the event of an Air Quality episode and reduce change in Fund Balance accordingly. Clair said that a year ago COMPASS spent \$13,000- \$14,000 of direct costs to support free rides on public transportation during last summer’s ozone situation. At that time, the Board asked the Department of Environment Quality to develop a response plan for ozone emergencies, but they have not come back to us for COMPASS participation. This is COMPASS staff’s effort to say COMPASS has a vested, interest in air quality issues.

Susan asked why is there a need to budget for something that may or may not happen. A.J. said it could be designated as a contingency fund in the fund balance rather than being budgeted. **Hearing no objections, Chair Eastlake directed staff to include a designated contingency fund for air quality emergency response in the fund balance.**

D. Establish Next Meeting Agenda/Date

After general discussion, **Chair Eastlake asked for any objections to Items 1-5, 7-9 as the agenda items for the March 12, 2004, Finance Committee meeting. Item 6 was removed from the agenda, as it will be addressed through the Internal Controls Engagement process. Hearing none, Chair Eastlake so ordered.**

ADJOURNMENT:

The meeting adjourned at 3:15 p.m.

Dated this 12th Day of March 2004.

APPROVED:

By: _____
Susan Eastlake, Chair
COMPASS Finance Committee

ATTEST:

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

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