



FINANCE COMMITTEE MEETING
APRIL 30, 2007 - 12:00 PM
COMPASS CONFERENCE ROOM

****MINUTES****

ATTENDEES: A.J. Balukoff, Trustee, Independent School District of Boise City,
Chair
Dave Bieter, Mayor, City of Boise
Elaine Clegg, Councilwoman, City of Boise
Carol McKee, Commissioner, Ada County Highway District
Bryce Millar, Commissioner, Nampa Highway District
Garret Nancolas, Mayor, City of Caldwell

MEMBERS ABSENT: David Ferdinand, Commissioner, Canyon County, **Vice-Chair**

OTHERS PRESENT: Nancy Brecks, Community Planning Association
Keith Holmes, Community Planning Association
Matt Stoll, Community Planning Association
Jeanne Urlezaga, Community Planning Association

CALL TO ORDER:

Chair Balukoff called the meeting to order at 12:15 p.m.

CONSENT AGENDA

- A. Approve January 19, 2007, Finance Committee Meeting Minutes**
- B. Approve March 20, 2007, Special Finance Committee Meeting Minutes**

Garret Nancolas moved and Carol McKee seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

- A. Approve October 1, 2006 to March 31, 2007, Variance Report**

Jeanne Urlezaga reviewed the October 1, 2006 to March 31, 2007, Variance Report.

After discussion, **Garret Nancolas moved and Dave Bieter seconded approval of the October 1, 2006 to March 31, 2007, Variance Report as presented. Motion passed unanimously.**

- B. Approve Proposed Changes to Employment Procedures and Financial Policy Manuals**

Jeanne Urlezaga reviewed proposed changes to the Employment Procedures and Financial Policy manuals.

Employment Procedures Manual

- Longevity Recognition from \$10 per year to \$50 per year
- Educational Support from \$500 per six months to \$800 per six months
- Professional Association Membership from \$200 per year to \$500 per year

Financial Policy Manual

- Cash disbursement by purchase order authorized amounts based on procurement modifications:
 - Financial Assistant and Accountant from \$400 to \$500
 - Director of Operations from \$10,000 to \$25,000
 - Executive Director from \$25,000 to \$50,000
- Capitalization Policy from \$500 to \$1,000
- Petty Cash Fund not to exceed \$25 to \$50

After discussion, ***Dave Bieter moved and Frank McKee approved proposed changes to the Employment Procedures and Financial Policy manuals as presented. Motion passed unanimously.***

INFORMATION/DISCUSSION ITEMS

A. Review Preliminary FY2006 Unified Planning Work Program and Budget

Jeanne Urlezaga reviewed the preliminary FY2008 Unified Planning Work Program and Budget. She stated that in order to balance the preliminary budget, direct costs were reduced by \$55,837. When funds become available, staff requests approval to reinstate \$44,837 of the \$55,837 as follows:

Program No. 647 – Regional Growth Issues and Options:	\$ 10,310
Program No. 653 – Communication and Education:	\$ 29,147
Program No. 661 – Communities in Motion:	\$ 3,590
Program No. 685 – Transportation Improvement Program:	\$ 1,790

After discussion, ***Elaine Clegg moved and Carol McKee seconded when funds become available, the \$44,837 in unfunded priorities are to be reinstated, and pending a formal request from the Open Space Task Force Committee, Matt Stoll is directed to look at what COMPASS staff time will need to be allocated to support the Committee. Motion passed unanimously.***

OTHER

Matt Stoll reviewed the status of the building fund and what space needs would be.

ADJOURNMENT

Carol McKee moved and Elaine Clegg seconded adjournment at 1:15 p.m. Motion passed unanimously.

Dated this 21st day of February 2008.

APPROVED:

BY: _____
A.J. Balukoff, Chair
Finance Committee

ATTEST:

BY: _____
David Ferdinand, Vice-Chair
Finance Committee

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