

**Metro Emergency Operations Center
Finance Committee
March 16, 2011
Minutes**

Present: John Wells, presiding
Rick Atkinson (for Grant Gunnoe)
Sheriff Mike Rutherford
Bill Chambers, chief financial officer

Staff: Carolyn Charnock
Denise Clark
Brenda Cogar
Russell Emrick
Heather Kessel
Josh Knox
Jim Mangus
John Pottorff
Laura Wilson

Guests: Chris Lambert, Suttle & Stalnaker
Kelly Shaffer, Suttle & Stalnaker

Mr. Wells called meeting to order at 11:11 a.m., roll call was noted.

2010 Audit Report – Chris Lambert and Kelly Shaffer with Suttle & Stalnaker provided a report on the Metro FY 2010 Audit. Mr. Lambert referred to the audited financial statements and the audit report supplied to committee members. He states that the report provided “unqualified opinion” which means a clean audit. Mr. Lambert commended Metro for preparing an MD&A. He went on to touch base in regards to the statements within the report. There was further discussion referencing improvement to bookkeeping procedures, recommendations for improvement in regards to an internal control letter, some work needed on a fixed asset list, time clock implementation, getting all conflict of interest statements, improvements to retention of financial records and preparing for an audit earlier in the cycle. The committee thanked Mr. Lambert and Ms. Shaffer for their services.

Mr. Wells presented the minutes for approval. There was a motion to approve minutes from February 16, 2011.

Motion: Rutherford
Second: Atkinson

The motion carried unanimously.

Monthly Reports

Financial Statements – Mrs. Cogar provided an overview of the January financial statements. Mr. Chambers stated that landlines are below budget and appears that some providers missed a month of remittances. There was further discussion among members about how providers are remitting and how checks are received and processed.

The committee directed Mrs. Charnock and Mr. Chambers to create an example remittance form for providers to submit with remittances.

Mrs. Cogar stated that there are no unusual expenses for the month of previous and that all bills were paid on time. Mr. Chambers stated that Metro has received a penalty for PERS payments being late. Mrs. Cogar then stated that PERS reports were late for the month of December and January. Mr. Atkinson then stated that Metro's name was read aloud at a Consolidated Public Retirement Board meeting among a list of agencies delinquent in their payments to PERS and that Commissioner Carper was not happy with that. There was discussion about remitting payment electronically to prevent future delinquencies.

FY 12 Budget – Mr. Chambers stated the FY 12 budget had been revised to lower expected revenues from both wireless and landlines fees. The revised budget had been adjusted also to keep pay levels the same in the upcoming fiscal year and no new personnel. Mr. Chambers mentions the revised proposed budget is in the packet. He explains it projects revenues \$239,000 lower than before with personnel expenses \$82,000 lower. There was further discussion regarding adjustments to the proposed budget. There was a motion to recommend the proposed FY budget to the Board of Directors as presented.

Motion: Atkinson

Second: Rutherford

The motion carried unanimously.

Telephone Loan – Bill Chambers suggests that the telephone loan be paid in full. The payoff is \$177,861.00. He mentions this will save us around \$13,000 over the course of this cash flow projection period.

Motion made to recommend to the Board of Directors paying the Verizon Credit telephone loan in full – in the amount of \$177,861.00.

Motion: Atkinson

Second: Rutherford

The motion carried unanimously.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – None.

There was a motion made to adjourn.

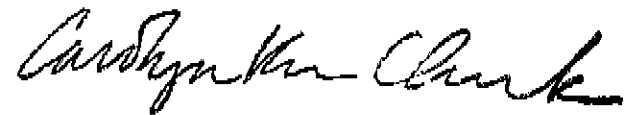
Motion: Atkinson

Second: Rutherford

The motion carried unanimously.

Adjourned at 12:13.

Respectfully submitted,

A handwritten signature in black ink, reading "Carolyn M. Clark". The signature is written in a cursive style with a long, sweeping underline.