



**Finance Committee Meeting Minutes**  
Tuesday January 15, 2019 8:30 – 9:30 AM  
549 Congress St

**Board members present:** Denine Leeman, Kim Volk, Sue-Ellen McClain, Penny St. Louis

**Staff present:** Casey Gilbert

**Minute 1. Welcome, review and acceptance of November 13, 2018 meeting minutes:** Kim Volk made a motion to approve the minutes, Denine Leeman seconded the motion and the vote was unanimous.

The committee would like the information back from the City's Finance department about the questions that the Finance Committee posed when Brendan O'Connell attended the November 2018 meeting. Denine plans to email Brendan and copy Casey and Jon Jennings on the email communication. The committee would like

- The back-up information that will justify/clarify the administrative charges that were deducted from the first payment of the fiscal year.
- They would also like to have an accounting of the increase.
- The committee would like an estimate for FY20 for budget development and planning.

**Minute 2. Review PD's Reliance Standard Life and Disability policy:** Casey presented the policy to the committee for review. She would like the committee to review the policy to ensure it is the best option and product for the organization. Committee members agreed to review and to work with Taffy to get answers to questions that they might have. The committee members commented about the small size of the organization, the attributes of a term policy, portability, and other factors that might influence their decision. Questions the committee have are:

- What is the cost of the policy? **\$3,765.36 annually**
- Do we have a broker? **Yes, Terry Lombard with Lombard Benefits Group**
- How did the policy come about? **It was inherited from when Jan Beitzer was ED and dates back to 2012 in QB**
- Should we request other proposals from the marketplace?
- Ask Taffy to add this to the annual review calendar for employee benefits.
- What are other benefits provided by PD? The committee would like to do a complete review of all the benefits.
- Perhaps the August or October meeting would be a good time to review all benefits? It would be good to consider providers/vendors in-district.

**Minute 3. Plan timeline for FY20 Budget development:**

1. Casey will put together a first draft agenda and circulate to the committee for comments and edits. Committee members wonder how much the Board Retreat will influence Casey to circulate the first draft budget by the end of February at the latest. The committee would like Casey to request the Public Works SSA draft budget at January's meeting, for delivery to the Clean & Safe Committee as soon as possible.
2. Master and SSA Redraft/Public Works SSA budget: Committee members want to be sure that PD is more involved in budget development for the SSA this year. The committee would like Casey to request a meeting with Jon Jennings and the Finance Committee to talk about what to expect in FY20. The committee is concerned about how last-minute contract and budget negotiations have been in the past. They hope it can be timelier and more efficient this year.

3. The committee would like to see the updated job descriptions for Amy and Adam's positions as well as any back-up materials for compensation requests.
4. Casey questioned whether PD might want to consider empowering the committees by assigning a small budget line item to each committee, so that they can work on projects specific to their committee's missions (and in-line with the organization's mission).
5. Denine would like to discuss how to deal with the Parking & Transportation funds and the Parking checking account. She will bring a vote to the board with an accompanying GJ entry after she runs it by the Parking & Transportation Committee.
6. Kim would like to bring the banking RFP back for the committee's consideration. She believes that we could find a more beneficial banking relationship.

Denine adjourned the meeting at 9:30.

Respectfully Submitted,  
Casey Gilbert, Recorder