



Audit, Facilities & Finance Committee

Meeting Minutes - October 29, 2019

Members Present:

N. Blackwood
P. O'Bannon
C. Peterson
G. Spagna

Staff Present:

T. Eckhout
D. Fusco
M. Shickle

Other:

M. Rhodes
J. Swinger

1. Call to Order & Review Notes from previous meeting (Dr. Spagna)

Dr. Spagna called the Audit, Facilities & Finance Committee to order at approximately 1:35 PM. There were no questions regarding the notes from the conference call on September 26.

2. FY2019 Financial Audit (Jill Swinger/ Mark Rhodes)

Ms. Swinger introduced Mr. Rhodes and thanked him and his team for their work in producing the FY19 audit report. Mr. Rhodes reviewed the draft audit report that was distributed to the committee members and reported no findings had been identified. He noted page 4 of the report provided a synopsis of the year and an excess of \$9,000 was returned to the fund balance (page 9).

Other items noted included increases in revenue from DRPT and VDEM and a decrease in salaries due to senior staff vacancies. Ms. Swinger pointed out the improvement from 2018 and the results from 2019 were better than originally expected. Mr. Rhodes noted there were no concerns over internal controls.

Mr. Blackwood asked about the professional services – pass through expenditures shown on page 9 and Ms. Shickle explained this was for consultant services for transportation projects.

Ms. Swinger asked about a liquidity footnote and Mr. Rhodes said he would look in to this for potential inclusion. Mr. Rhodes agreed to add if required in time for the November Commission meeting.

Update : Mr. Rhodes researched after meeting and determined that the footnote was not required.

At this time staff and Ms. Swinger stepped out of the room so the committee could have time to review the draft audit report with Mr. Rhodes.



Mr. Peterson said he would like county staff to review the report but feels the draft report should be sent for review by the full Board. The other committee members agreed.

Mr. Peterson made a motion to send the draft report to the Board for review and recommendation of approval; Ms. O'Bannon seconded the motion. The draft audit report will be included as an agenda item for the full Commission meeting on November 14.

3. September 2019 Financial Statements (Eckhout)

Ms. Eckhout reviewed the September 2019 financial statements and the narrative is included.

Ms. Shickle mentioned new funding sources for FY20:

- DEQ State grant of \$52,000 with \$13,000 local match that includes grant writing collaboration.
- DHCD - project management support related to Impediments to Fair Housing report that includes Richmond, Henrico, Chesterfield, Petersburg and Hopewell. This will be an item on the November 14 Commission meeting agenda due to contribution amount from localities.
- Update to Multi-jurisdiction hazard mitigation plan. This plan must be updated every 5 years and the agency is currently in year 2 of August approval. An active plan must be in place to receive federal aid in the event of a natural disaster. Ms. Shickle stated she would like to push this item to the next fiscal year.
- There is currently \$24,000 collected in a reserve account for the CRC. The Chamber has collected \$80,000 through private foundation dollars and the localities have appropriated another \$50,000. Ms. Shickle stated a portion of these funds will be used to redesign the Indicators and update the report to measure items of real interest to the region and produce usable data. Ms. O'Bannon asked for details on the current indicators and Ms. Shickle confirmed there are currently 8 priority areas with 38 indicators across the priority areas. She said the CAO's are meeting on November 20th to discuss this project.

4. Tenant Advisory Services for Office Leasing (Martha Shickle)

Ms. Shickle and Mr. Blackwood met with Brian Berkey with Cushman & Wakefield/Thalhimer to discuss tenant advisory services. They talked about options to renegotiate and the importance of being better positioned to start negotiations now rather than waiting until end of lease.

Mr. Peterson asked about negotiating to appropriate size space and Ms. Shickle agreed and pointed out the need to consider the downtime involved with moving vs. renovation.

Ms. Shickle emphasized the need for committee engagement, and she would like to take advantage of Mr. Blackwood's expertise in commercial real estate. Mr. Peterson and Ms. O'Bannon agreed it is wise to speak to more than one real estate broker. Ms. Shickle said she will include this as a regular agenda item for the committee.



A doddle poll will be sent out for a date for a in person committee meeting with leasing contacts. Ms. Shickle agreed to narrow down the field to 2 or 3 leasing candidates for committee review.

5. Other Items

No other items were identified for review.

6. Adjourn

Dr. Spagna adjourned the meeting at approximately 3:10 PM.