

## **Audit, Facilities & Finance Committee**

### **Meeting Minutes - January 9, 2020**

#### **Members Present:**

K. Gray  
J. Holland  
C. Peterson  
P. Paige  
G. Spagna

#### **Staff Present:**

T. Eckhout  
D. Fusco  
M. Shickle

#### **Other:**

Tenant advisory presentations from:

- Cushman & Wakefield/Thalhimer
- JLL
- CBRE

#### **1. Call to Order & Review of Agenda (Spagna)**

Dr. Spagna called the meeting to order at approximately 9:45 AM.

Mr. Peterson noted he did not realize Item 4, Tenant Advisory Presentations, would be on the agenda and he will not be able to stay for all this item. He was unaware the Finance & Audit committee was involved in this topic.

Dr. Spagna pointed out the committee also covers Facilities and previously discussed Ms. Shickle setting up presentations with tenant advisory firms as the agency begins planning for future space needs. Mr. Peterson stated he may have missed this discussion when he was unable to join a committee meeting by conference call.

Mr. Peterson would like to receive hard copies of agenda packets as time allows going forward.

#### **2. November & December 2019 Financial Statements (Eckhout)**

Ms. Eckhout began a review of the financials included in the agenda packet.

Mr. Peterson pointed out it is difficult to match up income and expenses because the codes and descriptions don't match, i.e. 4120 VDEM income vs. 7452 pass-through funds (FEMA)

Ms. Eckhout agreed to do a summary by project and stated this is information that she already gathers and would be fewer than ten project reports. Ms. Shickle also agreed to work on a report or summary with less detail than what is provided to the grantor for committee to review. Dr. Spagna confirmed the detailed data is not necessary but something that shows the agency is being properly reimbursed for work produced would be helpful.

Ms. Eckhout moved on with the December financials and noted the month is impacted by non-billable days due to the holidays, but this works out over the course of the year.

Ms. Shickle pointed out that Ms. Eckhout has been eager to produce a dashboard for the committee and asked if this would be helpful. Mr. Peterson pointed out the committee does need to look at detail because they have oversight responsibility and suggested a dashboard view made be more appropriate for review by the Executive Committee.

Mr. Holland suggested Ms. Eckhout provide data that shows the number of billable positions each month and feels this information is critical. He said this should be captured on one page.

Mr. Peterson reiterated that the details are important, and codes and descriptions need to match income vs. expenses so the committee can have a better understanding of what they are looking at on the reports.

Ms. Paige suggested having income on one page and expenses on the other. She said the reports should clearly show if the agency met or exceeded budget for the month and YTD.

Dr. Spagna noted numbers should be rounded up in the footnotes section.

Dr. Spagna made a motion that the committee recommend the full commission accept the financial statements. Mr. Holland seconded the motion and it passed unanimously.

### 3. FY2020 Mid-Year Budget Review (Shickle)

Ms. Shickle reviewed the revised FY2020 Budget including questions from Ms. Gray about regional planning and Mr. Peterson regarding 4205 MPO RSTP State Match (Pass-Through). She also went over salary and wages, legal expenses, and contracted expenses, which were lower than expected.

Some funds in 7225 Technology Services have been reallocated and distributed differently within categories. Ms. Shickle noted Ms. Eckhout has been able to maximize savings on bank fees and postage costs have also decreased.

Ms. Shickle said expenses reflect a slight increase but the fund balance contribution is still projected to be \$53,718.70 and the revised budget provides a good picture without significant changes.

Mr. Holland said he would like to review the prior year fund balance to see how we are trending as well as prior year and current year actual.

Mr. Peterson made a motion to recommend full board acceptance of the revised budget and Ms. Gray seconded the motion. Mr. Holland recommended sharing a high-level view of the revised budget with the full board without so many details.

Mr. Peterson noted the fund balance review started two years ago and it looks like the plan for restoring the fund balance is successful. He suggests presenting this to the Board to demonstrate the special assessments and contribution plan is working.

Ms. Eckhout suggested making adjustments to the June 2020 budget rather than monthly. Mr. Holland agreed this method may work best rather than midstream changes. Ms. Shickle agreed to whatever is most simple.

Mr. Peterson said to leave the budget alone so we can see how are doing compared to the original budget. Mr. Holland agreed to keep it simple and added he would like a mechanism for review of new revenue or awards.

Dr. Spagna suggested a motion to undo the earlier motion to accept the FY2020 revised budget. Mr. Peterson made the motion and Ms. Gray seconded the motion which was carried unanimously.

Dr. Spagna made a motion to present the projected budget to the full commission. Ms. Gray made the motion and Mr. Peterson seconded the motion which was carried unanimously.

Dr. Spagna requested the agenda for the next committee meeting include revisiting how to present the budget and midyear revisions. Ms. Eckhout requested the agency adopt the same process used by the jurisdictions.

---

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

Mr. Holland requested a timeline of events that need to happen regarding the upcoming lease expiration. Ms. Shickle agreed to follow up.

- a. Brian Berkey - Cushman & Wakefield/Thalhimer (10- 10:30 am)
- b. Charlie Polk - JLL (10:30- 11 am)
- c. Chris Wallace & Tony Beck – CBRE (11- 11:30 am)

#### 5. Other Items

#### 6. Adjourn

The meeting adjourned at approximately 12:20 PM.