FINANCE COMMITTEE TELECONFERENCE MEETING

Date: August 28, 2019

Time: 12:00 pm – 1:00 pm

Members Present: Theresa Metzmaker, Aaron Andres

Staff: Steve Locke, Tracy Brown

Members of the Public: Elanor Canter, Joe Harcz

Absent: Glen Ashlock

Recommended Full Council Discussion Topics: FY2019-2020 Draft Budget for Approval

AGENDA ITEMS

1. YTD Financials

* YTD financials were reviewed.
* Note: Professional fees is overspent. Almost $16,000 was spent on Hiring Solutions, the firm that was used for the Executive Director search. $13,250 to Richard Hartwick, the SILC accountant up until March. Supporting Strategies, our new accounting firm for $5537. The overage was probably with Hiring Solutions and some for Richard Hartwick where we found he was overcharging in some areas. The Executive Director search expense was an unanticipated expense that was not budgeted and pushed this category into the overage.
* Note: Rent expense is over by $2100. We had budgeted $4260 for the year. Year to date. And we've expended $6424. That reflects the slight rent increase that we experienced when we moved to our new location. And that will be budgeted for appropriately in the next budget.
* Note: Communications was budgeted at $4890. And we are at almost $9,000. Much of that had to do with our move and the relocation of our communications equipment. And switching over to a new carrier, AT&T.
* Under training, we had budgeted year to date $10,833 and we've expended $7280. And the majority of that was for the SILC Congress in February for airline tickets, SILC Congress registrations for 4 attendees and 2 personal assistants. Accommodations for scooters at the conference, the April Conference registration, per diems for the SILC Congress. Registration for the NCIL Conference. Note: 2 attendees to the SILC Congress were term limited Council members.
* We budgeted $295,682 in expenditure and we are underspent by $34122. We are right in the ballpark of zeroing in on that zero sum for the end of the year.

Actions:

2. FY2019-2020 Draft Budget

* FY2019-2020 draft budget was reviewed.
* The last time staff met with Supporting Strategies we talked about the need to have sub accounts under these general bucket headings so that the council and the finance committee has a very clear picture of what this money is being spent on.

Actions:

* Motion by Theresa Metzmaker, 2nd by Aaron Andres to recommend advancing F2019-2020 draft budget to full council for discussion at September 13th Quarterly Business Meeting. Motion carried. (Vote: Yes, Aaron Andres, Theresa Metzmaker)

3. Auditing Services RFQ

* That RFQ was created and sent out a couple of weeks ago. We have had inquiries from four different firms. I was on the phone answering some questions from one firm this morning. And then another firm requested our 990 and our prior year's audit from Tracy this morning.
* We will be bringing this to the full council once those proposals are received and will have the discussion during our business meeting on the 13th. And hopefully the council can recommend a contract at that time.
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Actions:

4. Public Comment

Elanor Canter: This may be a little off-topic. But it is related in terms of financial management and best practices. You know at this upcoming SILC meeting on September 13th, the council is going to be asked to approve this plan of the spill writing team where CIL directors have apparently already volunteered themselves for this committee that does not even legitimately exist yet. And, you know, I just want people to think about how this is gonna play out going forward. We are dealing with some very serious issues here locally in Muskegon. Our center is selling fraudulent access reviews for cash. So, you give them $350 and they give you a falsified report about your obligations under the ADA. Now, any disability rights activist should find that outrageous. And these are the people who have volunteered to be part of our spill writing team. So, this is what I want to say about this. Is that these conversations need to happen going forward? And I hope that we will be able to devise a process to come up with a functioning spill. I'm very concerned about people sitting on the SPIL writing team who have disqualified themselves through their behavior. So, I hope that when we get to the SILC meeting on the 13th we can start from a place where we have thought about how -- what is a good way to actually engage in this process to develop a functioning SPIL? And we need people who are acting in good faith and understand IL values and philosophy. But I would like you all to think about that going into the meeting. Okay. Thank you.