



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, January 10, 2017, 4:00 p.m.
PVWMA Conference Room**

Meeting called to Order at 4:15 p.m.

1. Committee members: Rosemarie Imazio (Chair), Paul Faurot (absent), Javier Zamora
Staff: Brian Lockwood, Interim General Manager (IGM), Teresa Delfino, Finance & Administrative Services Manager (FASM) Nancy Trevino, Financial Analyst (FA)

Public: Warren Koenig, Lidia Gutierrez of Gutierrez Consultants (phone), Nina Pisani of Bartlett, Pringle & Wolf (phone)
2. Director Comments: None
3. Public Comments: Mr. Koenig thanked the Committee for the resolution and dedication of Conference room in his honor.
4. Consider Approving Minutes of previous (December 13, 2016) Committee Meeting: The Committee reviewed and approved minutes of the December 13, 2016 meeting by consensus.
5. Review and Consider Accepting Financial Reports for December 2016: The Committee reviewed and accepted Financial Reports for December 2016 by consensus.
6. Review and Consider Accepting A/R Aging Update for December 2016: The Committee reviewed and accepted A/R Aging Report for December 2016.
7. Review and Consider Accepting Preliminary Budget to Actual Report through November 2016: The Committee reviewed and accepted Preliminary Budget to Actual Report through November 2016.
8. Review and Consider no-cost time extension of the agreement with Gutierrez Consultants, Inc. for Proposition 50 Program Administration: The Committee reviewed and agreed to place the item on the consent agenda for the upcoming Board of Directors meeting.
9. Review and Consider no-cost time extension of the agreement with Gutierrez Consultants, Inc. for Grant and Loan Support Services: The Committee reviewed and agreed to place the item on the consent agenda for the upcoming Board of Directors meeting.
10. Receive FY 2015-2016 Annual Draft Audit: Nina Pisani, Audit Supervisor at Bartlett, Pringle and Wolf, LLP, provided an overview (via phone) of the audit, stating it went well and resulted in an unmodified (clean) opinion. Nina confirmed that she and Dana McGrew would present the draft audited financial statements to the Board at the 1/18/17 meeting.
11. Receive ADP Payroll Services Memo: The FASM presented a proposal from ADP Payroll Services to transition to an automated payroll process.

12. Discuss future agenda items and next meeting date: Next meeting date set for Tuesday, February 14, 2017, 4:00 p.m.
13. Meeting adjourned @ 5:50 p.m.