



*Minutes
Loxahatchee Groves
Finance Advisory Committee Meeting
June 12, 2009*

Location: Palms West Hospital (Classroom 1)

Members Present:

Elise Ryan
Lung Chiu
Marge Herzog
Nancy Handweg
Cindy Corum

Members Absent:

None

Others Attending:

Councilman Ryan Liang (Liaison)
Matthew Lippman, Town Clerk
Members of the Public

Town Clerk called the meeting to order at 5:05 p.m.

1. Opening: Town Clerk Matthew Lippman called the meeting to order at 5:05 p.m.
2. Roll Call was taken and all members were present
3. Introduction:
 - a. Discussion of the Sunshine Law and Roberts Rule of Order: Town Clerk Lippman had previously sent the Sunshine Law manual by email. A summary was included in the agenda packet and was discussed. A general overview of the Roberts Rule of Order pertaining to the basics of running a committee meeting was discussed as well.
 - b. Purpose of the Finance Advisory Committee: Town Clerk Lippman outlined the duties and responsibilities of the Committee as outline in Resolution 2009-010.
 - c. Role of the Council Member Liaison: It was discussed that Councilman Liang should be kept in the loop as to any concerns from the Council and Committee to appropriate set the agenda for each meeting with the Chair. Councilman Liang is going to focus on insuring that the agendas are representative of the pressing issues communicated by the Town Council and Committee.
4. Election of Chairperson and Vice Chairperson: Town Clerk Lippman opened the floor for nominations of the Committee Chair. Cindy Corum made a motion to nominate Elise Ryan as Chair, which was seconded by Lung Chiu. The motion passed 5-0 to elect Elise Ryan as Chair of the Finance Advisory Committee. Town Clerk Lippman then opened the floor for nominations of the Committee Vice-Chair. Nancy Handweg made a motion to nominate Marge Herzog as Vice-Chair. The motion died due to a lack of a second. Cindy Corum then nominated Lung-Chiu as Vice Chair, which was seconded

by Elise Ryan. The motion passed 5-0 to elect Lung-Chiu as Vice Chair of the Finance Advisory Committee. Chair Elise Ryan then took over the meeting.

5. Protocol:

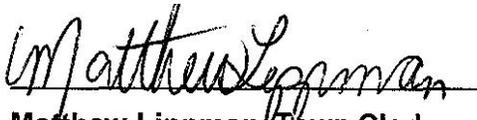
- a. How meetings are called and coordinated with the Town Management Office:
 - i. Town Clerk directed the Committee to discuss how often the meetings should be held. Committee members discussed that meeting weekly would be preferred at the beginning and eventually that it could slack off. Committee Member Handweg mentioned that meeting on Mondays and Fridays is preferred over the next 2 months due to her traveling with her job. The Committee agreed that Monday's and Friday's would be fine. It was decided on Fridays due to the possible conflict with the LGWCD Board Meetings. There was some discussion about having the meetings on Saturdays. Town Clerk Lippman indicated that it would not be feasible due to the many workshops that are upcoming scheduled for Saturdays.
- b. How agenda items are determined and how agendas are finalized:
 - i. It was discussed that the agenda would be determined by:
 1. A consensus of the Committee at the prior meeting.
 2. Items in which the Town Council determined as priorities
 3. Items requested by Committee members that fall into the scope of responsibility of the Committee.
 4. It was discussed that typically 1 week before the meeting the agenda is finalized. Last minute items could be added as long as the backup needed was already readily available and that the packets were not assembled.
 5. The Chair, Council Liaison and Town Manager would finalize the agenda.
 6. It was discussed that the agenda backup would be available 3 days before the meeting
- c. How assignments are made and how research is conducted: It was discussed that the Town Staff would conduct the research needed for the meetings. Should there be an item that falls into the category of "other research that the Town Council should desire" then it was requested by Town Clerk Lippman that the Committee share in the responsibility of researching that item.
- d. Reporting at Town Council meetings:
 - i. Town Clerk Lippman indicated that the protocol was to have the Council Member Liaison make the report at the Town Council meeting. Should there be any detail that was needed beyond the report, then the Committee Chair would then be available to answer any questions. Town Clerk Lippman indicated that this was the protocol that he experienced in other municipalities; especially since the Committee was advisory.
 - ii. Vice Chair Chiu indicated that his opinion that it was more proper for the Committee Chair to make the report at the Town Council meetings. It was in his experience that this works better.
 - iii. Chair Elise Ryan said she has no problem with doing the report but would take the Committee's direction as to their desire
 - iv. Committee Member Nancy Handweg indicated that she felt it would be more efficient for Councilman Liang to make the report since he was at the meetings and she feels that he can represent the issues and concerns of the Committee

- v. Committee Member Herzog indicated that the minutes can speak for themselves and that Councilman Liang can give a summary as he did for the IGC Meeting.
 - vi. Vice Chair Chiu reiterated that importance of the Chair making the report since she represents the committee and that he feels that it is her role.
 - vii. Committee Member Corum indicated that we should play it by ear and should the Committee Chair need to report then that would be the case.
6. Setting of the agenda and other misc items:
- a. Chairperson Ryan discussed that there was concern about the “accuracy” of the financial statements and various reports submitted to the Town Council. It was mentioned that the totals didn’t match month to month and there was concern that the Town Council was approving inaccurate reports.
 - b. Town Clerk Lippman indicated that the reports were accurate and the expenses did match and there was no discrepancy. The revenues would change based on when the revenues were received. It was standard reporting and that there should be no concern with the accuracy.
 - c. Chair Ryan and Committee Member Corum indicated that they confirmed with Council Members that they did not receive all of the financials even though they were approved. Town Clerk Lippman indicated that was not the case and even though they may not of been included in the agenda packet, they were emailed or given to the Council the day of the meeting. He indicated that no Council Member to date has ever mentioned that they were missing any financial reports and that if there was a concern that it should have been pointed out.
 - d. It was also pointed out by Committee Member Corum that many months there was not a check register and that the reporting was inconsistent. Town Clerk Lippman pointed out that the Town Council never directed him to submit financial reports and that Town Staff did it on their own. Town Staff experimented with many different types of reporting through the previous fiscal year to find out what worked and what didn’t. The same reports were not always submitted due to this however all of the items were always readily available for the public and the Town Council.
 - e. Town Clerk Lippman advised the Committee that he was concerned with the direction. There was too much emphasis and rehashing of what reports were missed and that the types of reports that were not acceptable. He asked that the Committee focus on the structure of the financials and reporting for the future and to give direction as to how to achieve that.
 - f. The Committee concluded that they recognized that there was no direction previously as to the types of reports to be submitted to the Town Council and they would like to see consistency in the future as to the types of reports and when they should be submitted to the Town Council.
 - g. It was discussed that there was not a desire to approve the May 2009 Financials due to the fact that there was some members with the opinion that the previous 8 months of financials were not representative of what the Town Council approved. Town Clerk Lippman advised the Committee that this was not the case and that the approval of the May 2009 Financials should not be delayed any longer but would take direction from the Committee. It was decided that they would review them, send feedback to Town Clerk Lippman by email and that they would be okay with the Town Council approving them at the next Town Council Meeting.

- h. Vice Chair Chiu requested that the Committee be privy to the draft audit and Town Clerk Lippman asked if the Committee desired for the auditor to possibly be at the next meeting.
 - i. Chair Ryan asked if the balance sheets could be submitted monthly and a detail on the A/R and A/P.
 - j. Chair Ryan asked if the Donna Brosemer invoice was handled yet. It was explained that Ms. Brosemer indicated that she would pay it back before the end of the Fiscal Year.
7. Conclusion: These are the items that Chair Ryan would like to see on the next Committee Meeting agenda:
- a. Content of financials
 - b. Draft Audit report
 - c. Detail of the Receivables
 - d. Existing contracts that are currently being enforced
 - e. Draft 2009-2010 Budget
 - f. Meeting Minutes
8. Vice Chair Chiu asked for a complete rundown of the status of all projects that the Town Management are involved in. Town Clerk Lippman indicated that this information would be included in the Town Management Annual Report that would be given to the Town Council on June 16, 2009.
9. Vice Chair Chiu pointed out the members of the Committee shouldn't hesitate to bring it outside consultants or assistance with specific issues.
10. Members of the public and Committee Member Corum discussed their concern with the charges found on the Town Attorney legal bill. They were concerned that every email that is being sent to the Town Attorney is being charged and that we should limit the emails. Committee Member Handweg indicated that we should be careful and that we should understand the big picture before we limit the communication with the Town Attorney's office.

There being no further discussion and no additional public comment the meeting was adjourned at 6:35 p.m.

ATTEST:


Matthew Lippman, Town Clerk

June 26, 2009
Date Approved