

Budget and Finance Committee Notes
Monday, November 3, 2008

Attending: Board Members Garrity and Wetmore; Administrators Duncan, Mikos, and Petrizzo. Absent: Burke and Luccarelli

QSAC: Assessment of Facilities Services and Operations Proposal from Edvocate, Inc. – update: No comments received on the proposal. The committee recommends its discussion during the 11/12 executive session (contract issue), and full Board approval.

Corporate Sponsorship Approval Process – Policy and Regulation: The committee discussed the drafts and made final revisions intended to make the policy and regulation applicable to any future sponsor or advertiser, to just CMA. The committee recommends the policy and regulation for first reading on 11/12/08.

403(b) Plan Document and Investment Provider Service Agreement: The IRS and the state of New Jersey now require that agreements governing tax-sheltered annuities (401K equivalent), be reduced to writing. The agreement memorializes what we currently offer with three changes: 1) it limits the number of times employees may increase their contribution to two times per year, 2) employees may now contribute to only one investment company (required by the IRS to ensure contributions don't exceed the permitted annual exclusion allowance), and 3) it excludes employees who normally work fewer than 10 hours per week. The contract is modeled on International ASBO forms. In essence, we offer five investment options and act as a conduit for employee contributions. We offer no investment advice, and no matching funds.

2007-08 Audit results: Our auditors will present their findings formally at our 11/12 Board meeting. They made no auditor recommendations, which means this is a clean audit, and there was zero excess surplus. We have requested an electronic copy of the audit. Michael is checking re cost, if any.

Other: Health Plan Opt-Out Offer: will have status report in December.

Energy Manager Position: Numerous applicants. Interviews set for 11/17.

Policy Review and Drafting Services: We're considering retaining Strauss Esmay Associates, LLP for their excellent policy and professional development. Michael is investigating the cost.

Budget 2009-10: Administrative budget requests are due 11/26, and an in-house budget software refresher training session is set for 11/14. The Executive County BA has begun mid-year budget reviews with an eye to ending large excess surpluses. We have had \$0 excess surplus for the past three years.

NJSBA workshops: Barbara and Robin reported on budget process and labor relations workshops. A number of the handouts will come home in future board packets.

Next Meeting: Monday, December 15, 2008 at 5:30 PM.

Respectfully submitted, Barbara Garrity