



Agenda AMENISEN

DATE 1/27/12 TIME 2:40 p
PREPARED BY Yolanda Green
APPROVED BY [Signature]

CITY OF SANTA FE AUDIT COMMITTEE MEETING
~~CITY COUNCILORS' CONFERENCE ROOM~~
FEBRUARY 1, 2012
2:00 P.M.

*City Council
Chambers*

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES:
 - December 7, 2011
 - January 4, 2012
5. DISCUSSION AND RECOMMENDATION OF NEW MEMBER
6. STATUS REPORT FROM CITY OF SANTA FE, FINANCE DEPARTMENT:
 - A. Plans & Progress
 - B. Indirect Cost Formula and Process
 - C. Gross Receipts Tax Reports
 - D. Lodgers' Tax Report
7. SUB-COMMITTEE REPORTS:
 - Internal Auditor
 - External Auditor
8. OLD BUSINESS
9. NEW BUSINESS
10. OTHER MATTERS FROM THE COMMITTEE
11. NEXT MEETING DATE:
 - A. Next meeting scheduled on March 7, 2012
12. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520 five (5) working days prior to the meeting date.

**MINUTES OF THE
MEETING OF THE
CITY OF SANTA FE AUDIT COMMITTEE
City Councilors Conference Room
[moved to the City Council Chambers]
February 1, 2012**

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Audit Committee was called to order on Wednesday, February 1, 2012, at approximately 2:00 p.m., by Chair Maurice A. Lierz, in the City Council Chambers, City Hall, Santa Fe, New Mexico.

2. ROLL CALL:

MEMBERS PRESENT:

Hazeldine Romero-Gonzales
Maurice A. Lierz
Randy Randall
Clark de Schweinitz
[Vacancy]

OTHERS ATTENDING:

Dr. Melville L. Morgan, Director, Finance Department
Teresita Garcia, Deputy Director, Finance Department
Melessia Helberg, Stenographer

There was a quorum of the membership in attendance for the conducting of official business.

NOTE: All items in the Committee packets for all agenda items are incorporated herewith by reference. The original Committee packet is on file in the Finance Department.

3. APPROVAL OF AGENDA

MOTION: Randy Randall moved, seconded by Hazeldine Romero-Gonzales, to approve the Agenda as published.

VOTE: The motion was approved unanimously on a voice vote:

4. APPROVAL OF MINUTES – DECEMBER 7, 2011 AND JANUARY 4, 2012

The following corrections were made to the minutes of December 7, 2011:

Page 2, Item 5, paragraph 3, correct as follows: “..Board.. Committee...”
Page 2, paragraph 4, correct as follows: “.. Commission Committee..”
Page 2, paragraph 4, correct as follows: “..Erie Erica..”
Global change “GASPE” to “GASB.”
Page 11, paragraph 3, correct as follows: “..Center Centric...”

MOTION: Hazeldine Romero-Gonzales moved, seconded by Clark de Schweinitz, to approve the minutes of the meeting of December 7, 2011, as amended.

VOTE: The motion was approved unanimously on a voice vote.

The following corrections were made to the minutes of January 4, 2012, and replacement pages were submitted:

Page 1 add [moved to the Finance Conference Room]
Page 2, Item #4, paragraph 2, line 1, correct as follows: “... soon as she...”
Page 3, Paragraph 2, line 1, correct as follows: “Randal Randall..”
Global change “GASPE” to “GASB.”
Page 6, Item #7, paragraph 5, line 1, correct as follows: “..Authority Agency] budget audit..”
Page 7, last paragraph, line 7, correct as follows: “ ~~this particular formula will yield~~..”
Page 11, paragraph 7, delete repeat of “he said” in line 1.
Global change: Delete “~~Assistant City Manager for Finance [ACM for Finance]~~,” and insert “Audit Manager”
Global change: Delete “ACM for Finance” and insert “Audit Manager.”

MOTION: Randy Randall moved, seconded by Clark de Schweinitz, to approve the minutes of the meeting of January 4, 2012, as amended.

VOTE: The motion was approved unanimously on a voice vote.

Chair Lierz asked Ms. Romero-Gonzales to work with Ms. Helberg to get corrections to the minutes to Ms. Helberg prior to the meeting.

5. DISCUSSION AND RECOMMENDATION OF NEW MEMBER.

Dr. Morgan said, with regard to the suggestions made at the previous meeting, he wrote to Judge Yalman, conveying the information from this Committee with regard to new members, with a copy to each

Committee member. He said, to his knowledge, there have been no recommendations sent to Judge Yalman.

Mr. Randall said the responsibility to fill the seat rests with the Judge.

6. STATUS REPORT FROM CITY OF SANTA FE FINANCE DEPARTMENT

A. PLANS & PROGRESS

A copy of *Finance Department Plan* distributed to the Committee by Dr. Morgan, is incorporated herewith to these minutes as Exhibit "1."

Dr. Morgan said he wants to move this forward. He said he met with Mr. Randall and Ms. Romero-Gonzales about a week ago, and Ms. Romero-Gonzales brought him more information, noting he "took it and ran." He said he will continue to work on this, noting he has submitted the job description to Human Resources so it can be merged with the current job description. He said he is coming up with an entire comprehensive plan about how "we are going to do business in this area."

Dr. Morgan reviewed the information in Exhibit "1."

The Committee commented and made suggestions as follows:

- Mr. Randall said under the Goal, "Keep budgeted/authorized positions filled on timely basis," he would suggest amending the first bullet as follows: "As positions open, we will ~~make every effort to~~ seek permission..."
- Ms. Romero-Gonzales said under the Activities for the first Goals, we should amend bullet #3 to correct "SWAMA" to "SWMA." And amend bullet #4 to correct "CFR" to "CAFR."

Dr. Morgan said this is a work-in-progress, and urged Committee members to submit any changes or corrections to him.

- Mr. de Schweinitz suggested amending Goal #3, as follows: "... basis/out-source option, as necessary."
- Mr. Randall said the third Goal should be changed to an Activity under that Goal, saying the goal is to keep the Finance Department properly staffed, and filling positions is one of those activities and contracting out for work would be another.
- Chair Lierz suggested amending the second bullet under the second Goals, as follows: "...to support accounting and grant monitoring ~~and accounting.~~"

- Mr. Randall said the first Goals are goals related to the External Audit, the CAFR. He said perhaps we would want to define that as "External Audit or CAFR Goals." He said the next Goals could be defined as "Departmental Functioning Goals." He said the third Goal is an activity under the first goal.

Mr. Randall said the next Goal would be to "Modify Finance Departmental Policy," which other things could fall under. He said one more Goal is needed which is "Develop and Implement a new internal audit function for the City," with a series of activities under it.

Mr. Randall said in addition to "activities," it might be good to add another category, "Needs not implemented."

Dr. Morgan said he also is working on the Internal Manual of Policies and Procedures, noting they don't have a "quantified, codified, put together set of stuff that is called the Internal Policies and Procedures for the Finance Department."

- Mr. Randall said that would be another Goal.
- Mr. de Schweinitz asked if the City has an indirect cost formula methodology.

Dr. Morgan said there was one some time ago, but it needs to be written down.

Responding to the Chair, Dr. Morgan said what is needed is an "Internal Procedures Manual," saying they do have a Policy Manual. He said Ms. Garcia has started work on the Internal Procedures Manual, and he is providing pieces. He said he did find a draft from 2005, which will be a starting point.

- Responding to the Chair, Mr. Randall said what Dr. Morgan has done here goes way beyond this Committee's recommendation which dealt with Goal number one, which was to get the audit done on time. He said it is exciting to see all of this and with the buy-in.

Dr. Morgan said there are things which need to be added.

- Chair Lierz asked if the Audit Report has been submitted and is sitting at the State Auditor's Office.

Dr. Morgan said we just had our confidential exit interview today with the external auditors, and they are submitting it to the State Auditors.

B. INDIRECT COST FORMULA AND PROCESS

A copy of a Memorandum dated January 26, 2012, with attachments, to Finance Committee, from Melissa Byers, Legislative Liaison, is incorporated herewith to these Minutes as Exhibit "2."

Dr. Morgan noted, with regard to the Resolution, that the Finance Committee set the maximum at 8%. He said this model is about services and service projection. He said the Finance Committee had some concern about SWMA and the BDD, and the Finance Committee would like an evaluation to be sure we are doing everything correctly. He said SWMA has been undercharged significantly, commenting a lot of work goes into 60 employees. He said he feels strongly about keeping with the formula.

Mr. Randall said as soon as they begin making exceptions to the formula, it is open to everyone to request an exception.

Ms. Garcia said SWMA is its own separate entity, has its own attorney and it pays for its own audit. She said we can discount the rate.

Dr. Morgan said this is true, but it has to be done precisely.

Ms. Garcia said the RECC was included, but that is now managed by the County.

Dr. Morgan said, with regard to the BDD, it is a JPA which says we can charge 1%. He said if the formula is applied, it is \$1.6 million a year.

Break 2:35 p.m. to 2:40 p.m.

Dr. Morgan said we can get the formula in place for the enterprise funds, and then apply it for all of the new grants.

Chair Lierz said the concern about exceptions is that the exception has to be based on a set of facts and an adjusted formula.

Dr. Morgan said the Resolution says we're going to ground this in logic and fact. He said he provided this Committee exactly what was given to the Finance Committee [Exhibit "2"]. He said the figures pretty much match with past practice, but nothing had been codified.

Dr. Morgan reviewed the information on page 9 of Exhibit "2." He said staff is working to run another spreadsheet which caps at 8%.

Mr. Randall referred to the 3rd light column from the right, which is the proposed percentage with no cap, saying water is only \$1.5 million, but then it jumps to \$2.2 million. He asked if water is at \$1.5 million why does it jump to \$2.2 million in the last column.

Dr. Morgan said the allocation from Water is capped at 6%.

Responding to a question from Mr. Randall, Dr. Morgan said on the new spreadsheet at 8%, Water will go back to the 4.22%, noting it was set at 6% on this one and he didn't catch it. He said none of the numbers are correct, because the cap is now at 8%. He said, "Here's the bottom line. Look at the very bottom row. Just use those 3 white columns and compare it to the 2011-2012 budget. The 2011-2012

budget was \$4.7 million. Using the formula, just straight off the rack it's \$5.8 million, so it's \$1.1 million in additional funds. If we had done 6% to everybody, it would have been astronomical, it would have been \$6.5 million, and if we did a cap at around 6% and applied the formula and all that, it was \$5.8 million."

Mr. Randall said it is overstated by \$700,000, so it would be about \$5 million, but because we're going to an 8% cap, it's going to "bring you back to where you want to be."

Dr. Morgan said we are starting to implement something we can apply universally to start gathering up things.

Mr. Randall said there is an equity and fairness to this whole thing.

Dr. Morgan said this is correct, although there have been challenges to it. He said, for example, he would sit with a director who was contesting it, and explain the formula, and then they would say, "Oh." So he believes there is fact, logic and equity in this.

Dr. Morgan said this goes to the City Council on Wednesday.

Mr. de Schweinitz said you are now saying that cost allocation is good enough, and Dr. Morgan said yes.

Chair Lierz said, in summary we're talking about cost allocation, subject to a maximum on an individual entity of 8%. He said we first start with cost, but if the actual is above 8%, the allocation is capped at 8%.

Dr. Morgan said this is true in a few cases.

Mr. Randall asked Dr. Morgan to send the Committee the new sheet when the recalculations are done, and Dr. Morgan said he would do so.

Dr. Morgan said the formula is very, very involved.

Mr. Randall said intricacy will be the component that defends the formula, because it takes so much into consideration.

Dr. Morgan said we need to isolate SWMA and look at each of the pieces, commenting "We'll get it right."

Ms. Garcia said, "We need to look at cash. If they have enough cash to cover this, then we'll use the formula, but if not, then we reduce the cost allocation, because you cannot operate and charge the department on a negative cash balance."

Dr. Morgan said this is correct, "you can't have a deficit, so that goes to amendment number one. Amendment number two, we're going to have to work on. I can see addressing SWMA, but RECC.."

Ms. Garcia reiterated, "There's no agency in there."

Chair Lierz said he calls this completed staff work to provide the decision-makers with options, and then they select the options, which also takes the pressure off staff from others within the organization, "that their bosses are telling us, this is what they want."

Mr. de Schweinitz asked if the 8% will be a real burden on the non-profits.

Dr. Morgan said in one place we said it will be determined on a case by case basis, and in another we said if the grant is \$50,000, we wouldn't charge them an indirect. He said this is a piece we have to get to.

Mr. Randall agreed, saying people already have decided how to spend the money, but they will know, going forward, that grants in excess of \$50,000 will have the formula applied. He likes the idea of leaving the little ones alone.

Dr. Morgan said a grant of \$13,000, would only produce a dollar.

Mr. Randall said the other component is that \$13,000 can't afford to pay much. He said some grants have built-in formulas for indirect costs – the City is authorized to charge up to a certain amount under that formula.

Ms. Garcia said it will depend on each grant, noting that some non-profits pick up the administrative costs so they can pay their employees. She said when it is a flow-through from the State, the State is absorbing that administrative cost and we can't charge it again. She said the end policy would be, if someone is going for a grant, the grant has to be approved by Finance, and Finance will add the administrative cost if the grant allows it. She said at least Finance can review the application to be sure it is filled out for the best financial situation that exists for the City.

Mr. Randall said if we aren't charging the grants, but we are able to do so, we are leaving money on the table.

C. GROSS RECEIPTS TAX REPORTS

Dr. Morgan noted there is a copy of the GRT report in the packet. He said, based on 59% of the year, the posting through November, actual-to-budget, shows we're up about \$2 million, and the actual-to-actual, shows we're up 1.8%. He said it is a good thing when you are this close and it's a solid number. He said he told the City Manager that he is cautiously optimistic.

Dr. Morgan said the School District received its unit value notification and it's up \$12.90 per unit which is a good financial indicator, noting a base unit is about \$3,500. He said over a period of 3 years the schools lost \$356 per unit, and it is starting to increase.

Dr. Morgan said, "So you take the stock market, you take our bond ratings I'm exceedingly proud of, and I told anybody who would listen, I'm proud of maintaining the AA+ and the AA, you take our GRT 59% through the year, you put it all together, and what I will say is, I'm cautiously optimistic about our place that we will be next year."

D. LODGERS' TAX REPORT

Dr. Morgan said the Lodgers' Tax is off by 2.1%. He said he attended the Occupancy Tax Advisory Board [OTAB] meeting and presented this information. He said the hotel people said they're filling rooms, but at discounted rates. He said people are spending their money in the community and restaurants, but they're not spending it for lodging. He said OTAB was okay with the report.

Dr. Morgan said there is about \$100,000 in delinquencies, which, if we could collect, would offset that 2.1%.

Mr. Randall asked if there are businesses which just aren't paying, and Dr. Morgan said yes.

Mr. Randall said it's illegal to collect taxes and not pay them.

Dr. Morgan agreed, saying, "We have appropriate things happening."

Mr. Randall said it's a fact that Santa Fe is reducing the average lodging rate, not collectively, but it is occurring individually, in order to maintain occupancy, and "they're killing each other is what is happening. And the biggest factor that caused this to happen is this little thing called Buffalo Thunder. 500 rooms, and they're competing. They've got a \$99 rate on the internet right now. And so, that's the hard part."

Chair Lierz said Buffalo Thunder is the competition to the Convention Center.

Mr. Randall noted a year ago, the City employees had their Christmas party at Buffalo Thunder instead of the Convention Center, when Buffalo Thunder first opened, because Buffalo Thunder gave them a better price.

Dr. Morgan said this year, it was held at the Convention Center and it was very nice.

Mr. Randall said he attended the Centennial Ball at the Convention Center, which was attended by about 800 people, and they did a great job on that function.

Chair Lierz said this Committee should, annually as part of our due diligence, use an outside contractor to audit the Lodgers' Tax.

Mr. Randall said the City has an outside auditor which audits specific hotels.

Chair Lierz said that is done by Barraclough, noting we have a copy of the 2008 report. He would like Dr. Morgan to provide the Committee with the most recent report, so the Committee review it and see if there are any problems encountered. He said this is a good example of taking a slice and contracting it out.

Ms. Romero-Gonzales asked if the Committee also should be involved in looking at the RFP for the Lodgers' Tax audit.

Chair Lierz said we could be involved.

Dr. Morgan said, in his experience, whatever contracts were done for an audit were at least reviewed by an audit committee.

Chair Lierz asked if this contract, with its limited scope, also requires approval by the State Auditor.

Dr. Morgan said he doesn't know.

Mr. Randall said it's an internal audit component.

Ms. Romero-Gonzales said she believes Barraclough needs to tell the State that they're doing the Lodgers' Tax Audit to be sure there is no conflict with the annual audit. She asked when the next RFP will go out on this audit.

Dr. Morgan said he thinks it's next year, but he has to check.

Mr. Randall said it would be interesting to see the most recent audit report that was done, so we can see who has been audited and how those are selected.

After discussion, it was the consensus among the Committee, that going forward, with regard to the Lodgers' Tax audit by a contractor, this Committee would like to be in the loop for the RFP process.

Chair Lierz asked if Items 6(C) and (D) are good examples of semiannual or periodic reporting, and Dr. Morgan said yes.

It was the consensus among the Committee to request that a monthly update on Lodgers' Tax and GRTs be provided at the monthly meetings of the Committee.

Dr. Morgan said he can provide this information, but it will be a month late, since the GRTs and Lodgers' Tax are received after this Committee meets each month.

Dr. Morgan said he is somewhat anxious to see the February numbers, because of what he's read about December sales.

Chair Lierz said he looked at the State's GRT's in relation to the City's GRT's, and found that we are dealing with a local economy of \$3 billion.

7. SUBCOMMITTEE COMMITTEE REPORTS:

A. INTERNAL AUDITOR

Subcommittee Report

Mr. Randall said, at this point, there is nothing to report from the Internal Audit Subcommittee, except that we had a good meeting with Dr. Morgan. He said this Subcommittee would report that Dr. Morgan is giving this his full attention and cooperation, and we believe we are making good progress.

Ms. Romero-Gonzales said she provided examples of ordinances from other municipalities, and how they do things and get public input, as well as an annual report from the Audit Committee or from the Internal Auditor.

Chair Lierz said when they met with Dr. Morgan, he heard the number of sources being used in the development of the data, which he believes is a strong selling point when we come up with an executive summary "that should wow people, and I think we're at a wow point."

Dr. Morgan said he hopes it is received in the same spirit as the cost allocation formula.

Ms. Romero-Gonzales asked Dr. Morgan if he has heard anything on the Ordinance itself, and Dr. Morgan said, "It's upstairs."

Discussion on the Internal Auditor Function

A draft Internal Audit packet, provided by Dr. Morgan, is incorporated herewith to these minutes as Exhibit "3."

Dr. Morgan said we need something which says what this Committee want this position to do, and what we don't want this position to do, but it needs to be written in the affirmative.

Dr. Morgan reviewed the information in Exhibit "3," noting the information in Exhibit "3" is still in rough form, and he has cut and pasted various pieces he found on the internet. He asked the Committee to review this information and make any suggestions. He said the homework assignment to this Committee, is to tell him where two pages fit – beginning with "Audits and Projects" – and if these are duplicates.

Chair Lierz said, although this Committee will be involved in this process, he would like Mr. Randall and Ms. Romero-Gonzales to take the lead in this.

Dr. Morgan said, with regard to the job description, to ignore the salary because it is too low, but to please look at the duties and responsibilities. He said Ms. Gage is comparing it to the existing job description, commenting he believes this is the one we ultimately will use.

Ms. Romero-Gonzales noted there is language which is repeated in the job description.

Dr. Morgan said he has been told by Human Resources that everyone uses the same software which repeats things within a job description.

Chair Lierz said, with regard to the salary range, if this is the lead person, we would like it to be targeted at a level that is like a department director.

Mr. Randall said since this is a brand-new function, in essence, the person hired initially may not wind up as the lead person. He said whomever we hire is going to develop and grow into either the lead person or we hire someone who is very good at "this" but doesn't have the capability to be the lead. He said we might want to hire someone else to come in to be the lead. He said it will depend on how well the person does when they come into the City.

Dr. Morgan said this will be a division director kind of job. He said because this is a new position, if the person knows auditing and such, they can make it their own, rather than spending a lot of time spinning around when they first start. He believes this can be avoided by giving clear direction on what is needed and what is to be done.

Dr. Morgan said what the State of Mississippi has on its Finance Department website is remarkable. He said these pages begin with "Internal Audit Process and Procedures – Organization or Department Level Internal Control." He said it is outstanding information, noting he cut and pasted everything. He said the Exhibits are put into a table, and as you start to develop the plan for the internal auditor, you start interviewing, and you ask them to complete this packet. He said this lets you know where they're coming from, as well as where the holes are. He said the exhibits cover everything from ethics to cash disbursements to fixed assets to fraud, waste and abuse.

Dr. Morgan said you have your comments on the side, and then a summary at the end. He said you start putting together the "high, medium and low priority areas for audit." He said he started with the broad/general and then got to "this is what you're going to do," commenting this needs to evolve some more.

Mr. de Schweinitz said his issue with this is the language assumes what should be happening, commenting that it is more exhortation than being very specific. He said for example, it says under organizational structure, "The agency's organizational structure is appropriate to carry out...." He said this assumes you would want to have that.

Mr. Randall said if it is done in this format, which is the concept, if "I were the new internal auditor that was hired, I would give this to every department, not just those to be audited."

Dr. Morgan said this is correct, it helps you to determine who gets audited.

Chair Lierz said self-reporting of what the department should be doing is a reinforcement of management's self-knowledge.

Mr. Randall agreed, saying you tell people to fill this out based on "what it is, not what you think and know it should be, as if you will be measured on it next week." He said they can use this form, if they aren't audited, to do better the next year. He said this is not an evaluation, rather it is a snapshot.

Dr. Morgan said it can be used as a tool to help to identify and eliminate fraud, waste and abuse.

Dr. Morgan said the last thing in the packet is the spreadsheet. He said this has everything for our external audit preparation.

Mr. Randall said we can look at this as the work output, and although the work wasn't done by this Committee, it happened as the result of the creation of this Committee. He said all of this was in the staff's mind, but it wasn't in writing, and putting it in writing makes it much easier.

B. EXTERNAL AUDITOR

Chair Lierz said he and Mr. de Schweinitz met with Dr. Morgan on Monday to review the progress which he has covered in his status report, and we are not at any final conclusions at this point.

Mr. Randall said, "I think it is important to note that huge progress has been made with regard to the organization, from the City's standpoint, to be ready for the audit, and that the timing of the audit... a lot has been accomplished that were concerns before. Don't you think that's important."

Chair Lierz said, "Yes, and that we are in the final stages on the CAFR audit."

Dr. Morgan reiterated that today he attended the confidential closed audit conversation with the City Manager. He said once it is turned in and approved, he will be happy to review it with this Committee and then present it to the Finance Committee. He said he is pleased with the findings, because those give him direction. He said to this point, we have received broad pieces which have been addressed. He said the findings now go deeper, which he insisted on, because it gives him direction.

Dr. Morgan said he has one report card which has two pieces which are the bond rating and the audit. He said the day he has no audit findings, he will question the auditor's veracity. He said if he were doing his report card right now, it would be C+ and B- for Audit, and A for maintaining our bond rating.

8. OLD BUSINESS

Ms. Romero-Gonzales asked if the Committee received all the reports we requested – the PERA, Retiree Health Care Authority and such, and Dr. Morgan said yes.

Chair Lierz said as we move forward, he would like the requested analysis on cash and cash balances.

Dr. Morgan said, "I talked to her [Teresita Garcia] about it. And I know she'll [Teresita Garcia] get it done."

9. NEW BUSINESS

Mr. de Schweinitz asked if, at some point, this Committee needs to report to the City Council about what has been accomplished.

Chair Lierz said that will be done through the Finance Committee, and when the external audit is officially presented to the Finance Committee. He said Dr. Morgan then will present the management report, and this Committee would piggyback on that.

Mr. Randall said he believes we need to do a letter, a narrative, which goes to the Mayor and City Manager which lists our accomplishments during the first year.

Responding to the Chair, Mr. Randall said the narrative would be easier to draft once we have a list of our accomplishments, so perhaps we should look at those first. He suggested each member list what they believe to be the accomplishments, and send them to Dr. Morgan via email.

Dr. Morgan said he will then compile those into one document and send them to the Chair.

Mr. de Schweinitz said once we get those accomplishments, we can then write the narrative, which he believes should be written by a member of this Committee. He said he would volunteer to write the narrative/letter.

After further discussion, it was the consensus among the Committee that members will send their list of accomplishments to Mr. de Schweinitz, that Mr. de Schweinitz will draft a letter/narrative and/or outline of this Committee's accomplishments, and Mr. de Schweinitz will provide a draft of that document for review by the Committee at the March meeting.

10. OTHER MATTERS FROM THE COMMITTEE

There were no other matters from the Committee.

10. NEXT MEETING DATE

A. NEXT MEETING SCHEDULED FOR MARCH 7, 2012

14. ADJOURNMENT

There was no further business to come before the Committee.

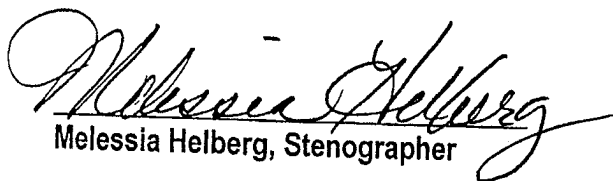
MOTION: Randy Randall moved, seconded by Clark de Schweinitz, to adjourn the meeting.

VOTE: The motion was approved unanimously on a voice vote, and the meeting was adjourned at approximately 4:05 p.m.

Maurice Lierz, Chair

Reviewed by:

Dr. Melville L. Morgan, Director
Department of Finance


Melessia Helberg, Stenographer