



**NAPEBT**

*Serving Those Who Serve the Public*

**NAPEBT Finance Committee Minutes  
November 4, 2019, 11:00 am  
Lone Tree Room 201 and Conference Call**

**Minutes**

1. Approval of October minutes – **Lacked a quorum at the beginning of the meeting, minutes were informally reviewed and accepted by Scott and Jami**
2. Monthly Financial Statement Review – **Lori and Garrett presented the September YTD financial statements electronically and reviewed the dashboard with the committee. The September YTD financial statements are unfavorable for the first quarter of the year by \$61,780 and below budget by \$231,631. September changes in net assets showed improvement over July and August because of the pharmacy rebate.**
3. Budget updates – **Nura and Quentin shared a draft of the FY 21 Projected Expenses Line Item Detail worksheet. The committee discussed the “changes to budget” columns. Lori and Garrett will send updates to Nura and Quentin.**
4. Subgroup – **The Committee briefly discussed an upcoming call scheduled for the efficiency subgroup to discuss process documentation and payment timeline. There are times when there are not sufficient funds on-hand to process the BCBS invoice at the end of the month because payment has not yet been received by more than one of the large agencies.**
5. Audit update – **Garrett has reached out to Auditors and requested the “Prepared by Client” list, but he has not heard back yet. He will follow-up.**
6. Future Agenda items:
  - a. **Travel expense reimbursement procedure will be added to the next agenda**
  - b. **Project Calendar -**
7. Future Meetings:

**NAPEBT Retreat is November 20 & 21, 2019 – Finance Committee members are invited to attend  
December 9, 2019, 11:00 am**
8. Adjourn – **Scott moved to adjourn the meeting, seconded by Rick, all in favor, meeting ended at 11:30 pm.**

**Present:**

Jami Van Ess, CCC  
Scott Walmer, FUSD  
Rick Tadder, City of Flagstaff  
Lori Jundt, Ashton Tiffany  
Garrett Mahoney, Ashton Tiffany  
Nura Patani, Segal  
Quentin Gunn, Segal

**Not Present:**

Isabella Zagare, CCC  
Ginger Stevens, FUSD  
Lauree Battice, NAIPTA  
Jeanie Confer, Accommodation  
Amy Girardo, Segal  
Mike Townsend, Coconino County