



**ADMINISTRATIVE/FINANCE COMMITTEE
MEETING MINUTES of
Tuesday, September 10, 2013, PVWMA Conference Room**

Meeting called to Order at 12:40 p.m.

1. Committee members: Rosemarie Imazio (Chair), Amy Newell ABSENT: Dwight Lynn

Staff: Mary Bannister, General Manager (GM), Teresa Delfino, Administrative Services Manager (ASM),
Laura Taay, Administrative Analyst (AA) ABSENT: Nancy Trevino, Financial Analyst (FA)
2. Director Comments: None
3. Public Comments: None
4. Approval of Minutes: The committee reviewed and approved minutes of the August 13, 2013, meeting by consensus.
5. Review and Accept Financial Reports for August 2013: The committee reviewed and accepted Financial Reports for August 2013 by consensus. Committee Member Newell requested staff to provide informational “cheat sheet” of normal and recurring vendors defining reason of expenditure.
6. Review A/R Aging & Collections Update: The committee reviewed and accepted A/R Aging & Collections Report.
7. Discuss Personnel Policy Manual Update: Agency Counsel Tony Condotti and GM still reviewing.
8. Discuss review of Admin/Finance Committee policies: Committee discussed that along with handbook and guidelines, financial “cheat sheets” and correct verbiage for committee meeting minutes should be included.
9. Receive Annual Report: Was received and reviewed by committee.
10. Discuss future agenda items and next meeting date: October 8, 2013, 12:30 p.m.
11. Meeting was adjourned at: 1:55 p.m.