

Meeting Minutes
NORCOM Governing Board
City of Bellevue, Room 1E-112
August 12, 2011

Governing Board Reps Present: Brad Miyake, Bob Van Horne, Bill Archer, Marilynne Beard, Donna Hanson, Ed Holmes, Bob Larson, David Burke, Wes Collins, Tom Weathers, and Mark Bunje.

1. Call to Order

The NORCOM Governing Board was called to order by Tom Weathers, Governing Board Chair, at 9:05 a.m. on August 12, 2011.

2. Roll Call

Roll was called and a quorum established.

3. Public Hearing for 2012 Proposed Budget

Tom Weathers opened a public hearing on the NORCOM 2012 Proposed Budget at 9:06 a.m. No comments or questions were forthcoming from the public. Tom closed the Public Meeting at 9:06 a.m.

4. Action Items

A. Consent Agenda

Bill Archer made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 07/08/11 meeting and Voucher Approval for July 1 through July 31, 2011.

Accounts Payable check numbers 2809-2865 \$ 266,582.26;

Payroll \$ 458,451.39;

Electronic Payments \$ 234,850.42

Motion carried.

5. Old Business

A. 2012 Budget Discussion and Approval

Chris Fischer explained that at the July 8, 2011 meeting of the Governing Board, NORCOM staff was directed to add the Operating Expense Reserve Contribution to the proposed budget and provide an estimate for the 2011 Ending Fund Balance.

The NORCOM Finance Committee met on August 4, 2011 and discussed three possible ways to apply the Estimated Ending Fund Balance to the 2012 budget; "buy down" the budget, issue rebate checks, or create a stabilization fund with \$800,000 of 2011 Estimated Ending Fund Balance.

The Finance Committee recommended the creation of a stabilization fund using 2011 Estimated Ending Fund Balance. The committee agreed the minimum amount that should be applied to the 2012 budget should be \$115,220. Gwen Pilo presented a PowerPoint presentation to the Board, explaining details of the 2012 proposed budget for review and discussion.

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Questions and discussion followed. David Burke made a motion to bring forward a resolution to create a Rate Stabilization Fund with \$800,000 of 2011 Estimated Ending Fund Balance. Motion carried.

Bob Van Horne made a motion to approve the 2012 Proposed Budget using \$115,220 from the Rate Stabilization Fund. Motion carried.

6. Staff Reports

Individual staff reports from NORCOM staff were included in the Board packet. Chair Weathers asked if Board members had any questions regarding the reports or if NORCOM staff had anything to add to their reports.

Chris Fischer reported that Julie Buckingham recently accepted an award, on behalf of NORCOM, from APCO for being a National Center for Missing and Exploited Children (NCMEC) certified center.

7. Committee Reports

A. Joint Operations Board

No report from Joint Operations Board – July meeting was cancelled.

B. Finance Committee

Tracey Dunlap provided a report from the NORCOM Finance Committee. Tracey reported that the committee recently completed the second quarterly internal control checklist. This review looked at Payables, Disbursements, and Expenses, and determined that the basic controls are in place and are being followed. In addition, improvement recommendations were made. The overall conclusion was that the control environment seemed to be sufficient, but felt that a financial system would enhance the control environment, create efficiencies, and lessen the manual burden of the process.

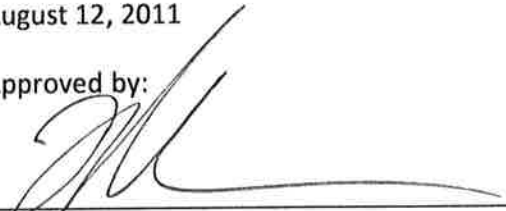
Tracey reported that a RFP for a Financial System closed on July 24th. During the review process of the submittals, a discussion regarding whether or not a Financial System was necessary ensued at a meeting of the Finance Committee. Pros and cons were discussed and the outcome was the Finance Committee continuing to recommend a Financial System and proceed with the RFP evaluation. Discussion followed. The Board directed NORCOM staff to move forward with the RFP process in order to determine estimated costs of a Financial System.

8. Executive Session – Executive Director Contract

An Executive Session was held to continue discussing Executive Director Chris Fischer's contract pursuant to RCW 42.30.110(g). Tom Weathers adjourned the regular session at 10:12 a.m., prior to the start of Executive Session. Executive Session ended at 10:29 a.m.

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Approved by:



Chair

Attest: Sami McNeal
Secretary