

Citizens Audit Review and Financial Advisory
Committee

March 16, 2016
Radnor Township Municipal Building
Finance Department Meeting Room, 2nd Floor
301 Iven Ave., Wayne, PA 19087

Meeting Minutes

Chairman Mark Blair called the meeting to order at 7:04PM. In attendance were CARFAC members Mark Blair, Michael Antonoplos, Jerry Linden, Leo Marte, Mary Hoeltzel, and Carl Rosenfeld. Committee members Jeff Ruben, Ed Caine, and Marty Dwyer were unable to attend. Members of the Township Administration in attendance were Finance Director Bill White and Assistant Finance Director/HR Manager Bob Tate. No members of the public were in attendance. (Action items are italicized).

1. New Business:

- a. Chairman Blair opened the meeting with a brief discussion on how the Committee and staff could more effectively use IT (information technology) to increase efficiency in communication and reporting among the group. Examples included the use of Doodle for scheduling workgroup meetings, Basecamp for project management to share workgroup reports and meeting minutes, and Outlook Calendar. Chairman Blair offered his interpretation of CARFAC as a high performance team committed to on-going learning. Mr. Rosenfeld noted and Mr. Antonoplos concurred that access to workgroup update reports prior to the meetings would be helpful and efficient and allow our full group conversations to focus more on analysis and resolutions to issues. The members agreed to experiment with this new practice. *Workgroup Leaders will provide terse reports to Mr. White by the Friday prior to future full team meetings (e.g. April 15, May 20, June 10, ...). He will include them in the briefing packet he distributes on the Monday prior to our monthly meetings.*
- b. Agree on 2016 Priorities and Projects: Chairman Blair opened the discussion and referred to the February 26, 2016 memo outlining CARFAC's adopted 2016 priorities. He noted that item 1.e. was expanded to include a quarterly review of the Township's financial statements and unfunded liabilities. The members agreed.

Discussion ensued regarding item 1.g, which provided for CARFAC to review the progress of Board-approved strategies as recommended by the Citizens Budget and Finance Advisory Committee (CBFAC) of 2010, CARFAC's predecessor oversight committee. It was noted that the primary strategy of monetizing assets as recommended by CBFAC was not embraced by the Board of Commissioners and since that initial report, the Board has continued to reflect that stance. Given the Board's apparent reluctance to adopt such a strategy, the members discussed and agreed to remove this item as a priority for CARFAC in 2016.

- c. Agree on workgroup arrangements: Attached to these minutes is the final project listing with member assignment to the various workgroups and workgroup Leads. These were discussed and decided upon by the CARFAC members during the meeting.

2. Old Business:

- a. 2015 Accomplishment Memo to the Board: Chairman Blair stepped through the draft that was included with the agenda. He highlighted the various sections and additions as provided by the Leads for each of the project workgroups from 2015. Some time was spent discussing whether to include a review of the CBFAC's 2010 recommendations as an additional priority for 2016, or to simply include a review of the report as part of regular business. After the discussion, it was determined that CARFAC would not include a review of the CBFAC report as a specific priority for 2016, but instead, *will update the progress report that the Administration prepared in 2010. Then, CARFAC will seek direction from the Board on which, if any, CBFAC recommendations to explore. Meanwhile, Chairman Blair will further edit the 2015 Accomplishment Memo and seek committee approval by email next week.*

Additionally, CARFAC agreed to add an agenda item to the April, July, October and January meetings to review financial updates to be presented by the Administration to the Board. Then, CARFAC would determine how best to report its perspective on the finances of the Township to the Board of Commissioners. Mr. Linden asked that the pension investment performance be part of these quarterly updates. *Mr. White agreed to update the CARFAC shared calendar to include a financial review for each of the months identified and to ensure that the pension information would be available at these meetings.*

With regard to planning to achieve each of the priorities for 2016, *Chairman Blair asked that each of the workgroup Leads convene their team for an initial meeting prior to our April 20 meeting, then contact the Administration to provide the dates of necessary meetings. Mr. White will then update the shared calendar; noting that these will be subject to change.* However, emphasis was given to assure that each of the projects be completed in 2016. *Mr. White agreed to Chairman Blair's request to include the shared calendar in the briefing packets emailed prior to our full team meetings.*

- b. Stakeholders Report Update and Plan for Publication: Mr. White updated the members that he had been working on a draft and emailed it to Mr. Linden the day of the meeting. The Committee agreed that *Messrs. Linden and Blair will work with the Administration to complete the final draft report prior to sending it to the entire CARFAC for review.* It was agreed that since there will be an ERP workgroup meeting on Monday, March 21st, that the same members could meet immediately thereafter to work on another draft of the Stakeholders Report. *Mr. White agreed to send out an Outlook meeting request and update the CARFAC calendar.*
- c. Audit Update: Mr. Tate reported to CARFAC that the audit program was underway and proceeding as planned, with no issues thus far. He noted that *the auditors plan to meet with the entire CARFAC group at the April 20th meeting*, subject to the Audit Workgroup having the opportunity to meet with the Auditors at the close-out meeting prior to April 20th. If the

project stays on schedule, the audit report / CAFR will be ready for the Board at its May 23rd meeting.

1. Project Updates:
 - a. ERP Project Update: Mr. Linden reported on the status of the Township's IT infrastructure update, which facilitated a decision to proceed with Tyler for a self-hosted solution. *A workgroup meeting is scheduled for March 21st to continue to refine the Tyler contract.* The goal is to have a recommendation to the Board of Commissioners for its May 9th meeting.
 - b. Monetizing Asset Project Update: Mr. Antonoplos told the group that a meeting with the Township Manager and the Board is needed to get clear direction on the status of the three properties in question: 301 Iven Ave., Public Works and Senior Center. Then the workgroup will proceed accordingly. There was discussion regarding mixed messages from the Board on these properties. *Mr. White will arrange for CARFAC to meet with the Board in Executive Session.*
2. Public Participation: None
3. Adjourn: The meeting was adjourned at 8:48PM.