

METROPOLITAN AREA PLANNING AGENCY

2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
September 21, 2016

The MAPA Finance Committee met September 21, 2016, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer
Clare Duda, Douglas County
Ron Kohn Mills County
Carl Lorenzen, Washington County

Staff

Natasha Barrett
Melissa Engel
Michael Felschow
Amanda Morales
Greg Youell (via teleconference for Item A. Personnel Policy & Salary Schedule).

Members Absent

Tom Hanafan, Pottawattamie County, Tom Richards, Sarpy County,

- A. Personnel Policy Salary Schedule (Discussion)
1. Policy Update for new FLSA regulation
 2. Salary Schedule
 3. Consideration of half day holiday for Christmas Eve

Mr. Youell and Ms. Engel presented the Personnel Policy and proposed Salary Schedule changes. Many of these changes are a result of the new Fair Labor Standards Act regulation effective December 1, 2016. MAPA currently has three employees that will transition from exempt to non-exempt due to salary or job responsibilities. Two additional employees have received promotions to bring their salaries up to the minimum range and maintain their overtime exempt status. MAPA plans to adopt a flexible work schedule eligible to all employees based on the agencies needs and employees request. Schedules will be approved quarterly by the Executive Director. All non-exempt employee must have 40 hours documented per week. Exempt employees must have 80 hours documented within the bi-weekly pay period. The work week is defined as Sunday through Saturday. MAPA Management feels the flexible work hour scheduling helps motivate staff, improve productivity, and meet the needs of the employee, MAPA, and its members. Compensatory time will no longer be earned by exempt employees. Non-exempt employees may earn compensatory time at time and a half for hours worked in excess of 40 per week, instead of overtime, but may not accumulate more than 80 hours of compensatory time at any given time. Exempt employees may use accrued annual leave and sick leave in 4 hour increments. Non-exempt employees may use accrued annual leave and sick leave in .5 hour increments. For exempt employees MAPA would like to create a work culture that focuses on working to complete to job duties of the position rather than focusing on hours worked per day. A half a day of holiday pay on Christmas Eve or the last working day before Christmas has been added to the Personnel Policy. Pay Periods will change to bi-weekly beginning January 1st, with pay days falling on Thursdays. The policy changes are currently at legal and staff would like to make this an action item for next month. The Salary Schedule has been updated to include newer positions to the agency and updated salary ranges per position. Salary range changes are a result of the addition of a new position, change in job duties, and/or the new Fair Labor Standards Act regulation.

- B. Monthly Financial Statements
1. Bank Reconciliation (American National Bank) and Statements on Investments
 2. Receipts and Expenditures
 3. Preliminary: Schedule of Accounts Receivable/ Accounts Payable
 4. Preliminary: Consolidated Balance Sheet
 5. Preliminary: Program Status Report/Line Item Status Report

Ms. Engel presented the July Financials.

C. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Olsson Associates – PMT #26 (Platteveiw Road) - \$349.55
 - b. Olsson Associates – PMT #5 (Sarpy Transit) - \$4,113.36
 - c. Olsson Associates – PMT #27 (Platteveiw Road) - \$1,329.30
 - d. Olsson Associates – PMT #6 - (Sarpy Transit) - \$3,202.18

Ms. Engel presented the contract payments for Olsson Associates for their work on the Platteview Road Land Use and Corridor Study as well as the Sarpy County Transit Feasibility Study through August 6, 2016. Mr. Felschow informed the

committee that he received the final product for the Platteview Road Land Use and Corridor Study within the past week and he is pleased with that work.

MOTION Lorenzen SECOND by Duda to recommend that the Board of Directors approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with exceptions:
 - a. Heartland Family Service – PMT #30 - \$2,428.60

Ms. Engel presented the Heartland Family Service payment for their "Ways to Work" program for the month of July.

MOTION Kohn SECOND by Lorenzen to recommend that the Board of Directors approve the Heartland Family Service payment once the contract amendment is approved. MOTION CARRIED.

3. Travel
 - a. NADO Conference – San Antonio, TX - October 15-18, 2016 – Anderson - \$1,442.00

Ms. Engel presented the NADO conference travel.

MOTION by Lorenzen SECOND by Kohn to recommend that the Board of Directors approve the NADO conference travel as presented. MOTION CARRIED.

4. Audit
 - a. Audit Engagement Letter

Ms. Engel presented the 2016 audit engagement letter with Hamilton Associates P.C. The fees for the audit are \$10,600 and this is the last year of Hamilton Associates three-year approved proposal for audit services.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the audit engagement letter as presented. MOTION CARRIED.

D. RECOMMENDATION TO THE BOARD

1. Final Payments:
 - a. Douglas County GIS – NIROC Project - \$8,000.00

Ms. Engel presented the Douglas County GIS final payment for their 93 hours of management services on the current Aerial Photography NIROC Project. Douglas County GIS works directly with the vendor on the project, and requests funding from jurisdictions and other entities involved in the project. This management fee is paid for through the funds raised for the project.

MOTION Kohn SECOND by Lorenzen to recommend that the Board of Directors approve the Douglas County GIS final payment as presented. MOTION CARRIED.

2. Contract Amendments:
 - a. Heartland Family Services – Extension of Time

Ms. Engel presented the Heartland Family Service contract amendment that extends the contract completion date to February 28, 2017.

MOTION Duda SECOND by Lorenzen to recommend that the Board of Directors approve the Heartland Family Service contract amendment as presented. MOTION CARRIED.

E. DISCUSSION/INFORMATION

1. MAPA Annual Dinner and Annual Award Recipients

Ms. Engel informed the committee that Ron Kohn will receive the "2016 MAPA Regional Citizenship Award" for his many years of service on the MAPA Board and work on the Heartland 2050 Executive Committee. The City of Omaha Planning Department will receive the "2016 MAPA Regional Service Award" for their role in "The Prospect Village Initiative". Both awards will be presented to recipients at the MAPA Annual Meeting on October 5, 2016.

F. OTHER

G. ADJOURNMENT

The meeting adjourned at 9:05 am