

August 24, 2011

Re: Finance Committee Meeting

Attendees: Mario Vargas, Hector Garcia, Gladys Rodriguez and Adriana O'Meara

Key learnings:

- Chair Gerardo Bonilla has advised Hector that he will be stepping down as chair, as he is temporarily moving to Washington, D.C., but will continue as board member and attend meeting over the phone.
- It is our understanding that you need to live in the Congressional District to represent the district. Thus, further consideration to this item needs to occur. We asked Hector to add it to the Agenda for our next board meeting.
- As soon as we received Chair Bonilla's resignation in writing, the Vice-Chair will set as Chair in the interim until a new Chair is voted in. We will add this item to the agenda for next board meeting.
- We closed FY 2011 with a surplus \$18,490.34. As good stewards of these funds, we will be returning it to the State as agreed in our previous Board meeting to help with the State Deficit.
- We have \$37,800 to add a position (September to June ONLY). No budget to continue this position in starting July 2012. Due to this budget restriction and rather than bringing another temporary part-time person on board and pay benefits, Mario Garcia suggested to look into hiring a Contractor on hourly basis. Treasurer O'Meara loves this idea, as it is the best of two worlds for CLAC. The performance of this new hire will be strictly tight to results, articulated in the Statement of Work.

For your reference, please find attached a copy of the FY2012/2013 Budget

FY 2012-13 Expense/Revenue Budget Development Worksheet					FY 2013	
		FY 2012			CLAC	
		General Fund	Otto Bremer	TOTALS	General Fund	
		275,000	20,000		275,000	
Account	Description	Amounts	Amounts	Amounts	Amounts	
41000	Full-time Salary/Fringe	149,455.00	6,000.00	155,455.00	166,214.00	
41030	Part-time/Seasonal/Labor Service Salary/	38,841.00	5,400.00	44,241.00	47,806.00	
41050	Overtime	2,000.00		2,000.00	2,000.00	
41070	Other Benefits	8,790.00		8,790.00	5,600.00	
41100	Space Rental	20,150.00	1,000.00	21,150.00	20,150.00	
41500	Repairs, Alterations & Maintenance	600.00		600.00	600.00	
41110	Printing & Advertising	0.00	1,000.00	1,000.00	0.00	
41130	Professional/Technical Services	1,450.00		1,450.00	1,450.00	
41145	INFO TECHNOLOGY/Professional/Tech	0.00		0.00	0.00	
41150	Computer and Systems Services	1,960.00		1,960.00	1,960.00	
41155	Communications	4,000.00		4,000.00	4,000.00	
41160	In-State Travel	7,800.00	3,000.00	10,800.00	7,800.00	
41170	Out-of-State Travel	0.00		0.00	0.00	
41180	Employee Development	0.00		0.00	0.00	
41300	Supplies	1,000.00	2,000.00	1,000.00	1,000.00	
41400	Equipment	350.00		350.00	350.00	
41180	Employee Development			0.00		
43000	Other Operating Costs	785.00	1,000.00	1,785.00	785.00	
Totals		237,181.00	19,400.00	254,581.00	259,715.00	
		37,819.00			15,285.00	

Next Steps:

- Hector has drafted the letter to the State returning the surplus balance of \$18,490.34 from FY 2011 to help the deficit (as planned). Hector will send the letter to Treasurer O'Meara for signature/review by Aug. 25th.
- Hector to check with Human Resources regarding this contract position
- Gladys to draft a budget breakdown with the \$37,800 available (i.e. hour wage, mileage, etc.)
- Hector to develop a new job description for this contractor and a Statement of Work by September 12th for review to this committee. We will present the final document at our next board meeting Sept. 24, 2011.

In sum, we had a very productive meeting. We have landed in a very positive path, and we are excited about CLAC's future contributions to the State of Minnesota.

Thank you all for your time and participation. Thank you Gladys for preparing the reports! I always appreciate this.

Saludos,

Adriana O'Meara
CLAC's Treasurer