

NORTH EAST MULTI-REGIONAL TRAINING, INC.
Mobile Team Unit # 3
Minutes for the Quarterly Meeting
of the
FINANCE AND AUDIT COMMITTEE

April 13th, 2017
Campton Hills Police Department, Campton Hills, Illinois

- I. ROLL CALL:** The Quarterly Meeting of the NEMRT Finance & Audit Committee was called to order at 10:10 a.m. by Chief Emad Eassa, Chairman of the Committee.
- II: ESTABLISHMENT OF A QUORUM:**
- A. Members Present:
1. Committee Chairman: Chief Emad Eassa; Committee Members: Chief Shawn Beane, Chief James Black, Chief Daniel Hoffman, Chief Michael Kilbourne and Chief Thomas Roman;
 2. *Ex Officio Member:* Director Thomas Reasoner.
- B. Members Absent/Excused: Committee Members:
1. Chief James R. Keegan
- C. Visitors, Guests and Other Invited Parties: Mary Pocusis, Accounting Specialist.
- III. APPROVAL OF MINUTES: March 8th, 2017:** Chief Kilbourne made a motion to approve the minutes from the March 8th, 2017 Special Meeting of the Finance and Audit Committee as published. With a second from Chief Beane, and after review and discussion, the motion passed unanimously.
- IV. REPORT OF THE DIRECTOR:**
- A. FY 17 Update:
1. “3rd Quarter, FY 17, Fiscal Report”:
 - a) Director Reasoner provided the committee with the “3rd Quarter Fiscal Report” for FY 17, W/Outside Funds Collected” which indicated the expenses and revenues and all funds collected not previously disclosed in the Quarterly Fiscal Report. The reports were provided in standard format.
 - b) After review and discussion of both the identified expenses and received revenue, along with outside funds collected a motion was made by Chief Hoffman to recommend to the Advisory Board of Directors their approval of the report as submitted. The motion was seconded by Chief Black and after additional review and discussion, passed unanimously.

3. FY 17 Expenditure/Revenue Update: Director Reasoner then reviewed with the Committee members the most current monthly “Statement of Revenues and Expenditures and Balance Sheet”.

- a) Monthly Statement of Revenues and Expenditures: The “Statement of Activities Report” for the quarter ending March 31, 2017 were reviewed in detail.
- b) The “Cash Flow Report” report were also reviewed were reviewed for the quarter ending March 31, 2017

As this report is for information only, the Committee did not take any formal action.

4. “Statement of Award for FY 17”:

- a) Director Reasoner advised the members of the committee that the FY 17 “Statement of Award” had not been received from the ILETSB therefore no action on this item was required.

B. Updated Report on the FY 18 Grant Application and Line Item Budget:

1. Reasoner reported to the members of the Committee that the full Advisory Board of Directors accepted their recommendations and formally approved the three line item budgets submitted as part of the FY 18 Grant Application.
2. As this report is for information only, the Committee did not take any formal action.

B. House Bill HB 2591- Criminal and Traffic Assessment Act:

1. Director Reasoner led the committee in a discussion of HB 2591 which recently passed out of committee and onto the full house for discussion. This bill could have an adverse effect on not only funding for the Law Enforcement Training and Standards Board but also for local municipalities. Member Black stated the ILACP is keeping a close eye on this bill also. This was for discussion purposes no formal action required.

V. REPORT OF THE COMMITTEE CHAIRMAN:

A. Approval of Expenditure Report and Elan (VISA Card) Summary:

1. The committee reviewed the Élan VISA Card Summary for the period of January 1st through March 31st, 2016. Chief Hoffman made a motion to approve the report, seconded by Chief Black. There being no discussion the motion was approved unanimously.

B. Approval of Check Registers:

1. The Committee reviewed the Check Register Summary for the following periods:
 - a. Check Register for period 01 - 31 January

- b. Check Register for period 01 - 28 February
- c. Check Register for period 01 - 31 March
- d. Director Reasoner also provided a number of checks chosen at random by Chairman Eassa prior to the meeting. These checks and all supporting documentation were provided for the members in attendance to review and approve.

Checks selected and provided for Committee signature were as follows:

Check Number	Dated	Payable to:	Amount
• 52284	12 Jan 17	JSD Management	\$ 124.95
• 52273	12 Jan 17	City of Aurora	\$ 402.62
• 52307	30 Jan 17	Covert Sadia	\$ 400.00
• 52371	14 Feb 17	Almeida, Pete	\$ 730.10
• 52375	14 Feb 17	Campbell, Scott	\$ 3,330.80
• 52405	14 Feb 17	Street Crimes	\$ 7,975.00
• 52498	14 Mar 17	John E. Reid & Assoc.	\$13,725.00
• 52497	14 Mar 17	International Scent Solutions	\$ 2,749.89
• 52540	29 Mar 17	Garbe, James	\$ 9,392.50

Chief Hoffman then made a motion recommending that the Advisory Board of Directors approve the “3rd Quarter, FY 17, Expenditure Report” and to approve the special selection of checks brought to the Committee for their review. After a second from Chief Black, and additional discussion and review, the motion passed unanimously.

C. Approval of Payroll Check Registers:

The following payroll check registers were presented for review and approval:

1. Payroll Check Register for period 01 - 15 January
2. Payroll Check Register for period 16 - 31 January
3. Payroll Check Register for period 01 - 15 February
4. Payroll Check Register for period 16 - 29 February
5. Payroll Check Register for period 01 - 15 March
6. Payroll Check Register for period 16 - 31 March

Chief Kilbourne then made a motion recommending that the Advisory Board of Directors approve the “3rd Quarter, FY 17, Payroll Check Registers” After a second from Chief Roman, and additional discussion and review, the motion passed unanimously.

D. Report on the NEMRT 35th, Annual Meeting and Election of Directors: Director Reasoner gave a brief report regarding the Annual Meeting held on March 21st, 2017.

Discussion was had on the revised format for this year’s meeting. The committee members felt the location and format for this year’s meeting were excellent. Members

thought the addition of training back into the meeting agenda was well received along with the lunch.

An election was held to replace retiring Board Member Chief Pam Church to fill out her term and also Chief Robert LaMantia who chose to not run for re-election. Incumbent Board Members, Chief Joel Brumlik, Chief Terry Mee and Mayor Rodney Craig were re-elected to three year terms.

Of special note Reasoner congratulated Joe Schweihs who was selected by the Board of Directors to receive the “Employee of the Year Award for 2016”.

- E. Director Reasoner presented to the committee a scheduled of proposed dates for the Finance Committee for FY 18. The Committee agreed it would continue to meet on the following dates July 5, 2017, October 11, 2017, January 10, 2018 and April 11, 2018 for their Quarterly meetings. This item was for discussion only and will be presented to the Board at the next meeting when all FY 18 Board and Committee meetings will be scheduled.

VI. OLD BUSINESS:

VII. NEW BUSINESS:

- A. Initial Report on FY 17 Annual Financial Report: The Director gave the initial report on our FY 17 Annual Financial Report. He noted that the last five audits have been performed by auditors from Sikich based in Springfield. They are experienced and knowledgeable about the ASSIST program. The Director explained that an RFP was issued 5 years ago and Sikich was the low bidder at that time. While expensive, they were far less expensive than other firms in the area.

He then answered several questions about the frequency of the audits, the depth of the audits and the managerial value of the audit. The committee felt that an RFP should be issued every few years just to reassure we are indeed getting the best price for the audit. Director Reasoner stated he would revise the current policy to assure that an RFP for the audit would be done every five years. After additional discussion a motion was made by Chief Kilbourne and seconded by Chief Beane to retain Sikich for the FY 17 Audit. The motion passed unanimously.

- B. Farwell to outgoing Committee Member and Chairman Chief Eassa: The committee members wished Chief Eassa, who will be retiring as Chief of the Elgin Community College Police Department at the end of April all the best in his retirement. Director Reasoner thanked him for his commitment and dedication to NEMRT.

VIII. PUBLIC INPUT: None

IX. ANNOUNCEMENTS:

- A. Quarterly Committee Meetings:

- 1. NEMRT Personnel Committee Meeting:
Oak Brook Police Department, Oak Brook, IL

Cancelled

- 2. NEMRT Training and Curriculum Committee Meeting: **04/19/17**
Oak Brook Police Department, Oak Brook, IL
- 3. NEMRT Policy and By-Laws Committee Meeting: **Cancelled**
Lincolnwood Police Department, Lincolnwood, IL

B. NEMRT Advisory Board Meetings:

- 1. NEMRT Advisory Board of Directors Meeting: **04/28/17**
Oak Brook Police Department, Oak Brook, IL

C. ILETSB Meetings:

- 1. Illinois Law Enforcement Training Standards Board **06/07/16**
Curriculum and Schools Standard Committee, Quincy, IL
- 2. Illinois Law Enforcement Training and Standards Board **06/08/16**
Quarterly Board Meeting, Quincy, IL

- X. **ADJOURNMENT:** Chief Hoffman made a motion to adjourn the meeting. With a second from Chief Kilbourne the motion passed unanimously. The meeting was adjourned at 11:15 a.m.