

**Board of Supervisors**  
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Thomas C. Foley  
County Administrator

## Finance, Audit & Budget Committee Meeting Agenda

May 16, 2017 - 1:30 PM  
Conference Room A/B/C - Second Floor

**Committee Members: Chairman Wendy Maurer, Jack Cavalier, and Bob Thomas**

Agenda Item	
1.	Chief Financial Officer Maria Perrotte <ul style="list-style-type: none"><li>• Monthly Report<ul style="list-style-type: none"><li>○ Update on recent Bond Rating Agency Reviews</li><li>○ Cash Reconciliation Summary Report</li></ul></li></ul>
2.	Human Resources Director Shannon Wagner <ul style="list-style-type: none"><li>• Monthly Report</li></ul>

FAB05162017





To: Finance, Audit and Budget Committee  
From: Maria Perrotte, Chief Financial Officer  
Subject: Monthly Update  
Date: May 11, 2017  
CC: Thomas C. Foley, County Administrator

### **Department Activity**

The conference calls with the bond rating agencies were held earlier this month. While we do not anticipate any changes in ratings, we had a very positive message to share. We reported another successful budget year with strong performance and a growing local economy. Results and ratings will be available by May 19<sup>th</sup>.

Staff has begun work on a new budget communication – the Community Budget in Brief. We will be coordinating with school staff to produce a short publication that outlines the County and Schools budgets. This new product will be available to share with residents prior to the beginning of the fiscal year.

### **Reports**

Attached please find the monthly cash reconciliation report. I would be happy to answer any questions you may have.

Stafford County  
Cash Reconciliation Summary Report  
As of March 31, 2017

Treasurer balance	\$	217,391,545.03
Finance balance from H.T.E. and Munis		<u>214,106,960.38</u>
Difference	\$	(3,284,584.65)

Reconciling items:

School and County payroll 4/1	4,119,410.72	clears in April
School Nutrition	9,356,557.36	
Specific account vs fund differences, SNAP, OPEB	(3,850,698.20)	
School ICMA July to March	(734,018.11)	
County ICMA Feb/March	(13,940.23)	
School VRS	(3,913,963.91)	
School Anthem Medical and Dental wires	(3,774,141.31)	
County Debt Service Entry	2,710,125.00	clears in April
School Pcard	(427,376.31)	most clears in April
Interest earned not in Munis fund 60	47,611.87	
Wires not in Munis/H.T.E.	(483,354.94)	
School deposits needing reclassification	234,072.17	
Voided checks	14,507.99	
Miscellaneous items less than \$ 500	(207.45)	
<b>Total reconciling items</b>	<b>3,284,584.65</b>	

Unreconciled difference

(0.00)

**Memorandum**  
**Human Resources**

To: Finance, Audit and Budget Committee

From: Shannon Wagner  
Director of Human Resources

Subject: Human Resources Update

Date: May 16, 2017

CC: Thomas Foley

**Follow-Up on FLSA Audit**

The FY2017 budget for HR includes funding for a Fair Labor Standards Act (FLSA) Audit to be undertaken with coordination from a consultant. The intent of this audit is to have a third-party review a selection of our positions to determine whether the current classification of exempt or non-exempt meets the Federal guidelines under the FLSA.

At the same time as this study, there has been a proposal that would make significant changes to the salary threshold which would apply to the standards to qualify a particular job as exempt. These changes were scheduled to go into effect on December 1, 2016 until a federal judge issued a preliminary injunction against the Department of Labor's (DOL) proposed changes. Staff decided to place the audit on hold temporarily to allow the new presidential administration some time to take office.

FLSA audit continues to be important to enhance the County's defensibility regarding position classifications and the proposed changes, if eventually enacted, would have a very minor impact on the outcome of that study. It is my intent to begin to move this project forward while continuing to monitor any news that may arise regarding changes to the guidelines.

**Open Enrollment Ongoing**

Open enrollment began on May 1<sup>st</sup> and materials have been sent to all employees in both e-mail and printed formats. Representatives from Mark III and Anthem have been onsite to assist with any questions and/or enrollments as necessary. In particular, we are beginning an effort to bring more education and resources to employees so that we all can be better health care consumers. Anthem's platform has a variety of tools that can help employees make educated health care decisions and it is our goal to make sure employees know

where to go and how to use those resources.

The deadline for all open enrollment changes that are submitted via the online enrollment system WeCare is Friday, May 19<sup>th</sup>. If the employee wishes to make changes via paper forms, the deadline is Wednesday, May 17<sup>th</sup> so that staff will have sufficient time to enter those changes into the online system. The following situations would require some action by employees:

- Any changes to current benefits (change of coverage level, addition of new benefits, change in covered dependents, etc.).
- All employees who opt-out of the County's health insurance must re-submit paperwork each year with an updated copy of his/her current insurance card in order to be eligible for the credit.
- All employees who participate in a Flexible Spending Account (either medical or dependent care) must re-elect their contribution amount each year.

This year, the County is providing a new voluntary benefit to employees. Legal Resources offers pre-paid legal services with covered attorneys for a variety of different situations, including the creation of a will and designation of power of attorney. We are excited to be able to expand the options that we provide to the workforce.

