CITY OF BETHEL
FINANCE COMMITTEE
MONDAY, APRIL 24, 2023, 6:30 PM
LOCATION: 300 CHIEF EDDIE HOFFMAN HIGHWAY, BETHEL, ALASKA

ZOOM MEETING LINK: HTTPS://ZOOM.US/J/99674371849?PWD=NWTUNURHC1EVOE15DUVONFJ3NKP UT09
ZOOM MEETING ID: 996 74371849 ZOOM PASSCODE: 507255

877 853 5257 **US Toll-free** 888 475 4499 **US Toll-free**

833 548 0276 **US Toll-free** 833 548 0282 **US Toll-free**

MEMBERS	**STAFF**
Carol Ann Willard, Chair	Xavier Mason, Ex Officio Member
Robert Rey, Vice Chair	Alexandra Batchelor, Ex Officio Member
John Hamilton	abatchelor@cityofbethel.net
Farah Sears	907-543-1381
Rose Henderson, Council Rep.	
Vacancies (4)	

I. CALL TO ORDER

II. ROLL CALL

III. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

A. Please submit written public comments to finance@cityofbethel.net by 4:00 p.m. the day of the meeting.

IV. APPROVAL OF AGENDA

A. 04/24/2023

V. APPROVAL OF MEETING MINUTES

A. 03/27/2023

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Discuss adding deadline dates for Transient Lodging B.M.C. 04.14.050 (Xavier Mason)

B. Discuss FY24 Personnel Requests (Xavier Mason)

VIII. EX OFFICIO REPORT

A. Finance Department Budget to Actuals

B. March Report

IX. MEMBER COMMENTS

X. ADJOURNMENT

Posted 04/18/2023 at City Hall, AC Co., Swanson's, and the Post Office. ________________________
Alexandra Batchelor, Ex-Officio Staff

City of Bethel, Alaska
Finance Committee Minutes

March 27th, 2023 Regular Meeting Bethel, Alaska

I. CALL TO ORDER

A Regular Meeting of the Finance Committee was held on March 27th, 2023, at 6:30 PM in-person and via Zoom.

II. ROLL CALL

Comprising a quorum of the Committee, the following were present: Rose Henderson (City Council – Mayor), Farah Sears, John Hamilton, and Robert Rey via Zoom.

Also in attendance: Xavier Mason (Ex-Officio) and Alexandra Batchelor (Ex-Officio)

Unexcused Absences:
Excused Absences: Carolann Willard

III. PEOPLE TO BE HEARD: NONE
IV. APPROVAL OF AGENDA:

03/27/2023

MOVED BY	Farah Sears	Motion to approve
SECOND BY	Rose Henderson	
VOTE ON MOTION	All in favor	4-0

V. APPROVAL OF MINUTES:

02/27/2023

MOVED BY	Farah Sears	Motion to approve
SECOND BY	Rose Henderson	
VOTE ON MOTION	All in favor	4-0

VI. UNFINISHED BUSINESS –

A. Continued discussion on adding Late Filing Fee to B.M.C. 04.14.150 (Xavier Mason)

MOVED BY	Rose Henderson	Motion to approve	
SECOND BY	Farah Sears		
VOTE ON MOTION	All in favor	4-0	

B. Continued discussion of adding Late Filing Fees to B.M.C. 05.04.050 (Xavier Mason)

REMOVED FROM AGENDA BY	Xavier Mason	

VII. NEW BUSINESS -

A. Finance Department Functions (Rose Henderson)

MOVED BY	Rose Henderson	Motion to approve
SECOND BY	Carolann Willard	
VOTE ON MOTION	All in favor	4-0

B. Comprehensive Plan Review (City Clerk)

NO VOTE - ALL MEMBERS		Motion to approve
APPROVED		4-0

VIII. EX OFFICIO MEMBER REPORTS

IX. COMMITTEE MEMBER COMMENTS:

John Hamilton – Thank you for your patience with me as Chair, progress, and perfection. Remember that.

Rose Henderson – None at this time.

Robert Rey: None for me.

Farah Sears – Great meeting, as usual. I enjoyed meeting with you guys; I appreciate it.

IX. MOTION TO END MEETING:

MOVED BY	Rose Henderson	Motion to approve
SECOND BY	Farah Sears	
VOTE ON MOTION	All in Favor	4-0

The chair called the meeting to an end at 7:19 pm.

____
John Hamilton, Chair

ATTEST:

____
Alexandra Batchelor, Recorder

4.14.050 Tax returns and remittance.

A. ~~Not later than the last day of the month following the quarter a tax return is required to be submitted,~~ Every operator under this chapter shall deliver to the city finance department a tax return, signed by the operator(s), on a form provided by the city finance department for each registered place of business regardless of whether taxes are due for the quarter. Each operator shall remit therewith the entire amount of the tax due from such operator pursuant to this chapter for the immediately preceding calendar quarter. Tax returns and the tax due under this chapter must be actually received by the department within the time required by this section. A tax or report actually received by the department at any time following the ~~tenth (10th)~~ seven (7th) business day of the month following the calendar quarter for which the tax is due is delinquent and subject to penalty and interest under this chapter.

B. Tax returns must be filed for the calendar quarters ending on March 31st, due before or on April 30th, June 30th, due before or on July 31st, September 30, due before or on October 31st, and December 31st, due before or on January 3rd the following year.

C. If the last day of the month following the end of the filing period falls on a Saturday, Sunday, or federal, state, or city holiday, the due date will be extended until the next business day immediately following. Exceptions will be made for proof of remittance (such as certified mail receipt, weigh bill, etc.) showing timely submittal.

D. The tax return shall set forth or include:

1. The number of transient lodging rooms in each separate facility operated by the operator and the address or location of each facility;

2. The gross receipts from each facility, including all receipts that are excluded under BMC 4.14.030(A)(1), (2), (3) or (4);

3. Receipts from each facility that are exempt under BMC 4.14.030(A)(1), (2), (3) or (4);

4. Penalties, interest due~~;~~

5. Late filing fee of $25.00 per month the tax return is overdue.

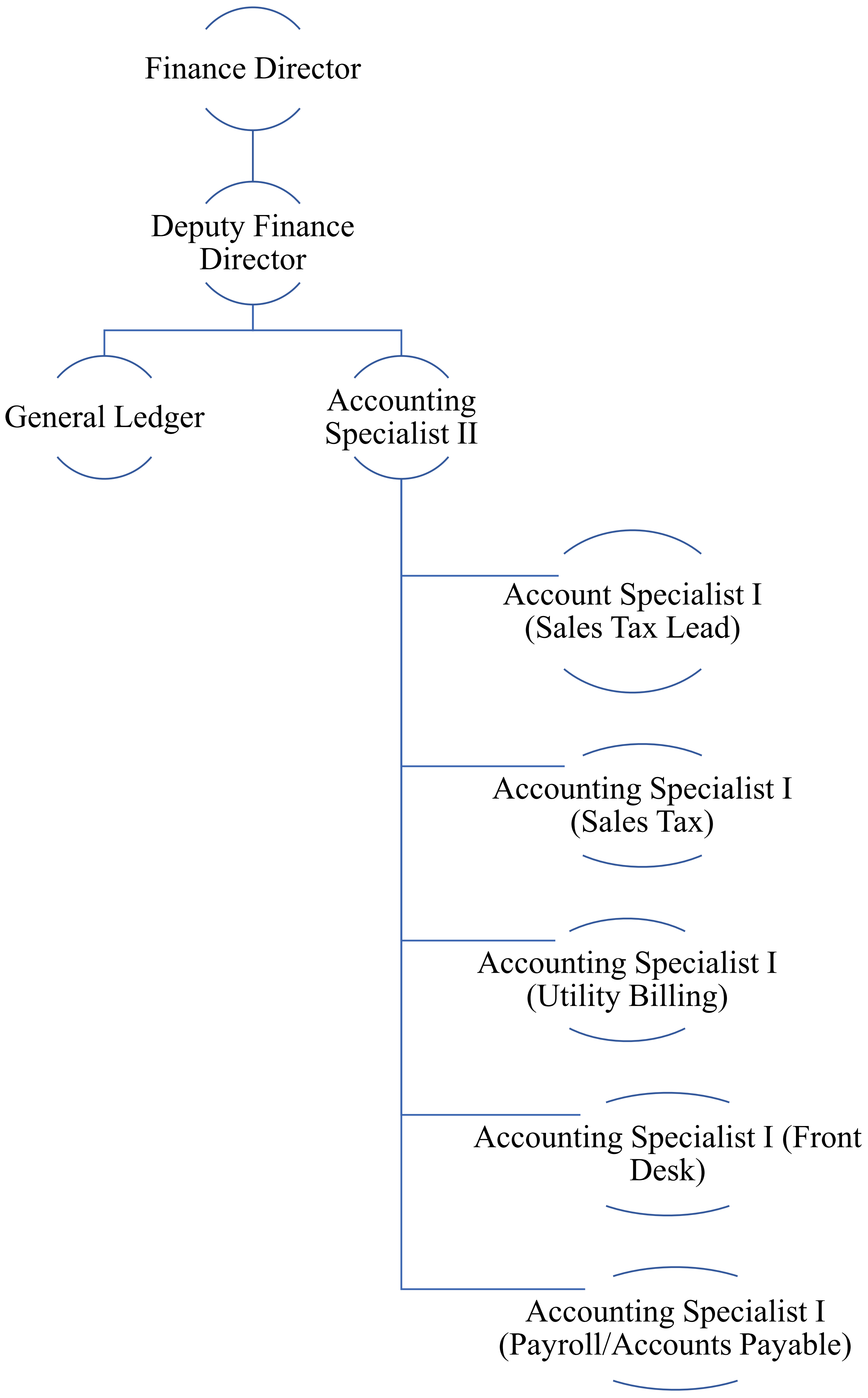
6. Such other relevant information and supporting documents as the department may require. [Ord. 01-28 § 2; Ord. 97-22 § 2.]

The Bethel Municipal Code is current through Ordinance 23-01, and legislation passed through January 10, 2023.

Finance Department Recruitment

11/23/2022

Current Organizational Structure



Proposed Organizational Structure
(within the next 6 months)

Adding two personnel and segregating duties according to customer type and accounting functionality (for internal control Purposes), while cross-training.

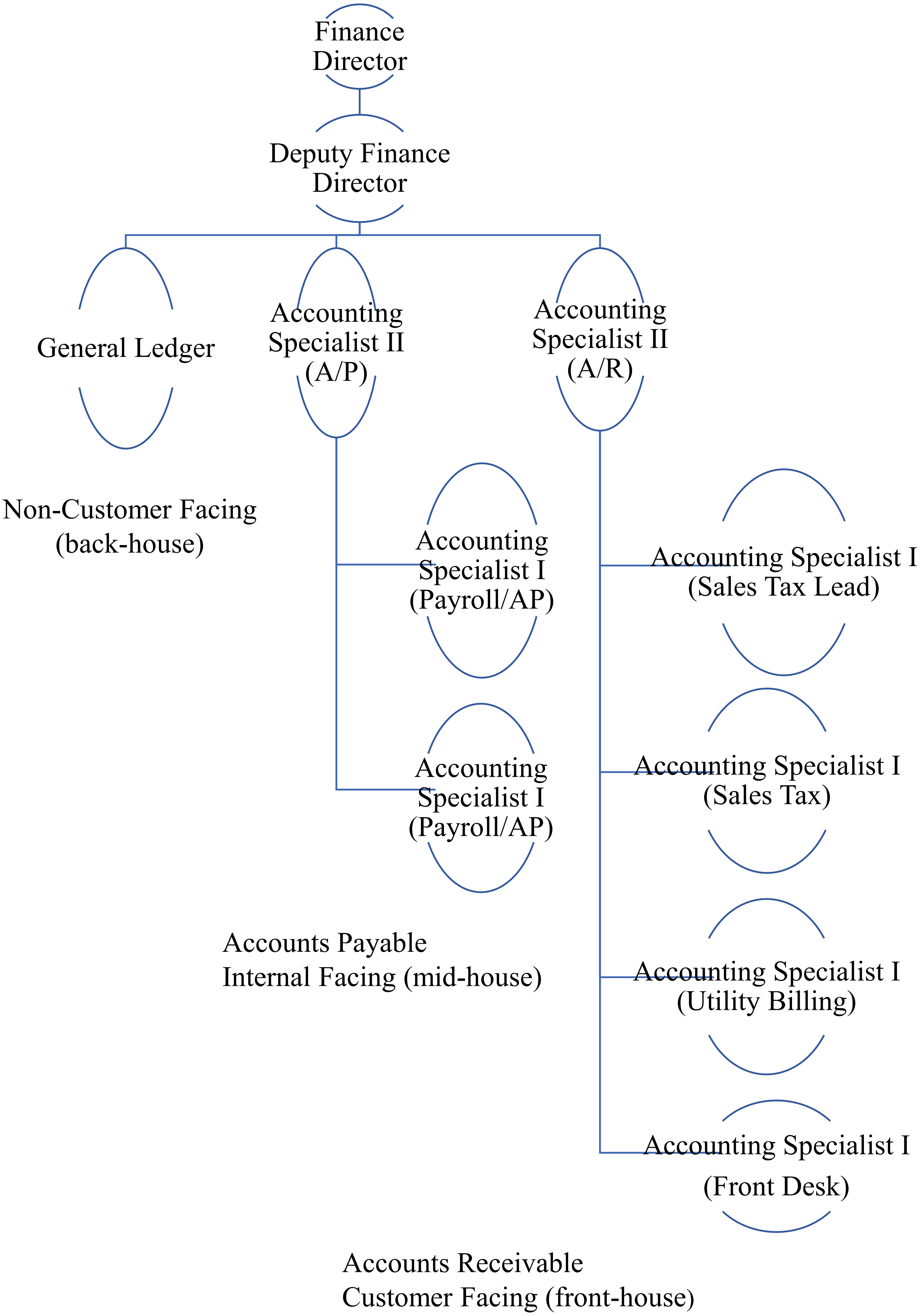
Position 1:

Accounting Specialist II to work A/R and enable us to accommodate the request of reopening at the Public Works Building

Position 2:

Accounting Specialist I focused on Payroll/AP

Proposed Organizational Structure
(within the next 6 months)



Restructuring Goals

1. Increased Capacity:

Retaking duties Finance Department used to have:

- Purchasing Agent (which is a full-time job). An added bonus is this would relieve the Grants Manager, so that he can go after more grants
- Claims against the city (especially during winter)
- Contract and lease management
- Insurance
- Continue reducing dependency, and costs, towards third party vendors (you can see the downward trend below) - this is for the primary vendor we utilize for interim staffing:
  - 2016 - $77,078.35
  - 2017 - $118,877.85
  - 2018 - $136,913.25
  - 2019 - $47,993.50 (contract ended, so only partial year)
  - 2020 – $214,777.36
  - 2021 - $249,781.20
  - 2022 - $87,723.71
  - 2023 - $46,267.83

2. Adequate staffing to do our jobs:

- Working two locations (City Hall & Public works)
- Reducing Burnout (more about this in retention)
- Covering for when someone is on PTO, sick, resigns
  - (one person is 14% of our average workforce)
  - In 2020, there was a news article about payroll being missed (we don’t want to repeat this)

Restructuring Goals

3. Better quality of work

We are already beginning to see that the quality of our work has been significantly improving, and it will be more evident with the completion of the FY22 and FY23 audits. Our books are looking really nice, right now.

A problem that we are recognizing is that previous staff did not have fully comprehend what they were doing. They were trying to learn too much at one time and making a lot of errors (some of which we are still correcting, two years later).

Our current approach is to have staff specialize in a skill, and then master it. Afterwards, they begin cross-training. Specialization and then cross-training increases quality of work, while reducing the City's dependency on a single person for pivotal tasks such as payroll (there is a news article about when this has gone wrong).

Restructuring Goals

4. Retention:

- Retention has significantly increased these past 2 years. There was an exodus in staff during Q2 & Q3 of 2022; however, 2/4 returned in December & January (4 people is equivalent to half the department, not including the finance director).
- Other than management, the second reason for departure of personnel is what I call a natural causes (i.e. relocation).
- The third reason is burnout. Burnout is horrible, because that is when we lose good staff.
  - Several staffers have developed heart palpitations from the stress, including myself. A prior Finance Director referenced the negative affect her job had on her health in a news article too, so I think this is a persistent issue.
  - More staff can level out the unreasonable workload for the amount we are paying. On the plus side, our current crew is doing tasks that have been neglected for over a decade
  - In the past four months, there have been signs of people considering quitting due to burnout. If someone is routinely working 13-hour days, then operations are not sustainable.
  - From my own independent research, a lot of these ailments stem back from when jobs were cut from this department.

Restructuring Goals

5. Shifting the Scope of Responsibilities:

The number of responsibilities currently subscribed under the Accounting Specialist II isn't practical, realistic, nor does it support the segregation of duties mentioned prior. However, by shifting the scope of knowledge to either AP or AR this can work. Additionally, the amount of expertise we are requiring in comparison to the wage we are expecting them to take is beneath what the market is offering. Hence the request for an additional Accounting Specialist II position.

- Salary: AVCP is hiring for Accounts Payable (not including payroll) for $71,000 and we are paying someone to have expertise in AP, Payroll, Utilities, Sales Tax, Purchasing, Ex-Officio, Retention Holder, manage six staff members, and a plethora of smaller components for $73,000.
- The only way to get sales tax experience is to work at a municipality or the state, this generally has to be taught in-house.
- The sheer volume of work that needs to be done, is impossible (Purchasing Agent, when done right is a full-time position – and the City had this position in the past).

Costs

Additional Personnel is an additional cost. However, with the Finance Department there is cost savings and the opportunity for further revenue generation that needs to be considered:

- Greater sales tax enforcement (increases revenue)
- Greater utility billing enforcement (increases revenue and reduces costs)
- Reducing turnover (reduces costs)
- Increased capacity (i.e. purchasing officer – permits other personnel such as the Grant Manager to spend more of their time generating revenue, another savings is reduced costs to third-party vendors)
- This will permit management to focus their time and energy away from daily operations (i.e. the front desk) to other pertinent issues; hence reducing turnover in management. Turnover in management is often a precursor to turnover in staff.

Vision

With adequate staffing, I am certain that this will be the best rural municipal finance department by 2025.

When I first interviewed for this position, my goal was to transform this department. I am proud to say that this department is unrecognizable from 2020, and we are just warming up. According to several Department Heads, we are already performing better than we have in at least the last seven years (and I think the FY22 and FY23 audits will attest to it). When the Finance Department succeeds, the City succeeds.

Report Criteria:
- Accounts to include: With balances
- Include Funds: 100
- Print Fund Titles
- Page and Total by Fund
- Include Sources: None
- Print Source Titles
- Total by Source
- Include Revenues: None
- Include Departments: 53
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2023-23 Current year
GENERAL FUND				
FINANCE				
100-53-6000	SALARIES	674,921.00	427,631.20	247,289.80
100-53-6010	OVERTIME	28,500.00	20,886.27	7,613.73
100-53-6022	HOLIDAY PAY	12,500.00	13,379.42	879.42-
100-53-6023	LEAVE CASHOUT	40,064.00	25,398.67	14,665.33
100-53-6030	SOCIAL SECURITY EXPENSE	1,300.00	565.78	734.22
100-53-6031	PAYABLE MEDICARE FICA	10,381.00	7,242.23	3,138.77
100-53-6032	UNEMPLOYMENT	12,743.00	.00	12,743.00
100-53-6033	WORKERS' COMPENSATION	1,849.00	932.69	916.31
100-53-6034	PERS	157,503.00	102,289.81	55,213.19
100-53-6040	EMPLOYEE GROUP BENEFITS	228,852.00	108,071.93	120,780.07
100-53-6041	UTILITY BENEFIT	41,040.00	17,707.98	23,332.02
100-53-6060	TRAVEL/TRAINING	20,000.00	10,339.80	9,660.20
100-53-6100	SUPPLIES	19,000.00	12,586.91	6,413.09
100-53-6150	GASOLINE/DIESEL/OIL	1,200.00	823.81	376.19
100-53-6170	TELEPHONE	250.00	71.85	178.15
100-53-6171	STAFF CELLULAR PHONES	2,000.00	1,518.66	481.34
100-53-6200	MINOR EQUIPMENT	11,000.00	7,339.42	3,660.58
100-53-6230	VEHICLE MAINT/REPAIR	1,266.00	1,029.45	236.55
100-53-6231	VEHICLE PARTS & TOOLS	.00	82.15	82.15-
100-53-6310	Admin-Outsourced Services	95,000.00	62,774.50	32,225.50
100-53-6311	AUDITING EXPENSE	100,000.00	52,053.00	47,947.00
100-53-6331	HARDWARE/SOFTWARE SUPPORT	19,000.00	7,824.04	11,175.96
100-53-6335	OTHER PROFESSIONAL FEES	290,000.00	186,946.58	103,053.42
100-53-6400	INSURANCE	25,901.00	4,806.54	21,094.46
100-53-6502	ADVERTISING	2,500.00	.00	2,500.00
100-53-6503	DUES & SUBSCRIPTIONS	5,000.00	552.92	4,447.08
100-53-6506	POSTAGE	1,300.00	708.58	591.42
100-53-6530	FINANCE CHARGES/PENALTIES	300.00	158.74	141.26
100-53-6531	BANK CHARGES	52,000.00	38,763.45	13,236.55
100-53-6532	CASH OVER/SHORT	500.00	25.32-	525.32
100-53-6533	IRS PENALTIES AND INTEREST	4,000.00	898.86	3,101.14
100-53-6539	MISCELLANEOUS EXPENSES	4,000.00	2,115.64	1,884.36
100-53-6700	INDIRECT COST RECOVERY	907,855.00	548,170.97	359,684.03
100-53-6711	ADMIN OVERHEAD-IT SVCS	33,260.00	22,588.87	10,671.13
100-53-9693	KiosK+Annual Fees&NewCopier	20,000.00	.00	20,000.00
	Total FINANCE:	2,824,985.00	1,686,235.40	1,138,749.60
	GENERAL FUND Revenue Total:	.00	.00	.00

Account Number	Account Title	2022-23 Current year Budget	2022-23 Current year Actual	2023-23 Current year
GENERAL FUND Expenditure Total:		2,824,985.00	1,686,235.40	1,138,749.60
Net Total GENERAL FUND:		2,824,985.00-	1,686,235.40-	1,138,749.60-
Net Grand Totals:		2,824,985.00-	1,686,235.40-	1,138,749.60-

Report Criteria:

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- Include Funds: 100
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- Page and Total by Fund
- Include Sources: None
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City of Bethel
Finance Department
Monthly Manager's Report for March, 2023

Date:	March 1st – March 31st, 2023
To:	Peter Williams, City Manager
From:	Xavier Mason, Deputy Finance Director
Subject:	Management Report, March 31st, 2023

The Finance Department's Monthly Managerial Report details the progress, activities, and challenges of the Finance Department for March 2023.

<u>Current Events within the Finance Department</u>

- The Finance Department has completed the FY24 operational budget and has submitted it to the City Manager for City Council's review.
- The Finance Department has completed the FY24 Capital Improvement Plan. The plan was approved by the City Council on March 14th, and since then, the Finance Department has processed approximately $2 million in purchase orders towards approved equipment.
- The external auditors have resumed working on the FY21 audit.
- An Accounting Specialist I was hired and has begun training to work primarily within Accounts Payable and Payroll.
- The Finance Department is facilitating the Yukon-Kuskokwim Regional Health and Aquatic Center's transition as they attain a new payment processing vendor.
- The Finance Committee made the recommendation to City Council that BMC 4.14.150 be amended regarding Transient Lodging to include charges for late fees.
- The Deputy Finance Director spoke with KYUK to promote the usage of third-party vendor, Xpress Bill Pay, as an attempt to raise awareness that people and sellers can make sales tax and utility payments online.
- Staffing has improved; subsequently, significantly improving morale.

<u>Staffing/Recruitment</u>

- Finance Director (one vacancy)

- Temporary Position (one vacancy)

<u>Training</u>

The goal of the Finance Department is for our staff to be continuously and incrementally improving in our capacity to fulfill our duties. One of our objectives is to provide staff with opportunities for growth and exposure within all our sub-departments. The following is a list of group and independent trainings that were taken by members of the Finance Department during the month of March.

Group Training Sessions:

- The Finance Department viewed and discussed the Ethics Training that was facilitated by UAA that was suggested by the City Manager to Department Heads.
- With the Carmen Jackson Team, we reviewed how to apply ACH payments to utility accounts. This institutional knowledge was lost during the exodus of staff during the Fall of 2022.

Independent Training(s):

- A Utility Billing Personnel reviewed the following webinar and training videos (some of which were created internally):
  - How to Email Invoices
  - Emotions under Pressure
  - Dealing with Toxic Employees: Eliminating Bad Behavior
  - Handling Confrontational Customers
- An Accounting Specialist 1 within the Sales Tax sub-department viewed a Star12 Webinar ‘Handling Confrontational Customers’
- Worked with the Carmen Jackson Team on how to deal with business that can’t be contacted and have outstanding returns/fees and are no longer doing business and updated our procedures to reflect that training.
- An Accounting Specialist 1 within the Payroll sub-department viewed a Star12 Webinar “Communicating Through Email: Top 10 Do’s and Don’ts”

<u>Select Tasks & Statuses by Sub-Department</u>

Utility Billing

Tasks	Frequency	Status
Collections	Monthly	Behind.
ORS'	Daily	Current.

Payroll/AP

Tasks	Frequency	Status
Personnel Action Requests	As Needed	Current.
Deferred Compensation	Bi-weekly	Current.
Payroll	Bi-weekly	Current.
Accounts Payable	Weekly	Current.

Sales Tax

Tasks	Frequency	Status
Applying Business License Payments	Daily	Current.
Mailing Delinquency Notices	Monthly	Current.
Constructing Aging Reports	Monthly	Current.
Applying Business License Renewals	As needed	Current.
Drafting Payment Plans	As needed	Current.
Applying Payments	Daily	Current.
Reviewing & Processing Exemption Cards	As needed	Current.

General Ledger

Tasks	Frequency	Status
Journal Entries	Monthly Recurring	Current (February).
Budget Amendments (from budget ordinances)	As needed	Current (February).
Cash Reconciliations	Monthly	Current (February).
Investment Reconciliations	Monthly	Current (February).

Create Allocations & Run Checkout	Monthly	Current (February).
DOJ Grants	Quarterly	Current (February).

Internal Improvements

The following is a list of internal tasks, actions, projects, or changes that we have made within the Finance Department for the purpose of improving operations:

- With assistance from the IT Department, we made a small change to the phones that has already made a significant difference. When the front desk phone is being utilized, and there is an incoming phone call, that call will bounce to the next available personnel. This will cut down on the number of complaints we get regarding missed phone calls.
- We have begun developing a sales tax training checklist, as we move towards cross-training.
- Several How-To documents were created to help train in AP and Payroll tasks
- Created an account with the Social Security Administration for the purpose of submitting our year-end filings, this will help us tremendously next year.
- Created a shared, yet private folder, so that we can share files with the Transit Department. This is important for grant reporting.

Small & Big Wins

Sales Tax (2 people)

- 14 delinquent account holders were contacted.
- 13 business licenses were renewed.
- Six late filing fee notices were released due to limited staff capacity. We are anticipating sending a lot more in April, now that we have caught up with a lot of previous time sensitive tasks.
- 10 delinquent accounts were corrected.
- Two accounts were closed.
- Approximately 10 accounts were corrected from the original 31 that had been stalled due to the following: incomplete forms, outstanding fees/returns, outstanding fees/returns, missing the business license fee.

- Issued one sales tax reimbursement. The amount of the reimbursement was critiqued. The individual then requested an appeal through the City Manager. The ruling after the appeal remained the same.
- Two requests were made by sellers to have their interest, penalties, and fees waived. Those requests were denied. Both requestors sought an appeal with the City Manager for an appeal. The ruling for both appeals remained the same.
- A new inbox was set up for the For Businesses email address to help us better keep track of emails and their statuses.
- The backlog of 30 problem accounts, may take longer than anticipated to correct, due to their complexity.
- Improved the 60-day delinquency notice.
- Removed sales tax filing from 2019 because they are outside of our retention period.

Utility Billing (1 person)

- Submitted approximately 59 O.R.S. to the Hauled Utility Department.
- Submitted four piped O.R.S. to Utility Maintenance
- Processed four tank inspections.
- Processed 25 new applications.
- Processed 21 change requests.
- Processed 20 account closures.
- Processed 42 Temporary Service Holds.
- Processed approximately 57 Extra Calls.
- Corrected approximately 35 accounts.
- Issued over 1,300 utility bills.

Payroll/AP/AR Dock

- Reviewed and approved approximately 150 check requests.
- Logged over 50 AP related correspondences through January.
- Entered more than 210 timesheets.
- In discussions with the Police Department on when to conduct a training session for Timesheets.
- Continued the transition of undertaking P-Card Duties from the General Ledger Accountant.

- Payroll is averaging about one incident each per pay period. Note: this is an amazing improvement and well below our historical average.
- Training videos were made for various Accounts Payable processes for tasks such as uploading the Positive Pay files.
- AP records from the fiscal years 2012, 2017, and 2018 were tagged and relocated to an appointed location to be destroyed according to the City's retention schedule.

General Ledger (1 person)

- Added and edited account codes within the WellsOne Expense Manager module with Wells Fargo
- Reconciled the Payroll checking account, after our experiment with an ACH direct deposit payment last month.
- Provided all Journal Entries that affected the Transit Department
- Entered budgets
- Entered five budget modifications
- Entered 8 CD Journal Entries
- Entered 1 CD 403 JEs
- Entered 1 CD2 JE
- Entered 2 CD CRJ403 JEs
- Entered 20 CRJESs
- Entered 26 JEs
- Reconciled all cash, investment, and cash clearing accounts

<u>Interdepartmental Assistance</u>

- City Clerk's Office
    - Processed nine passport payments.
    - Processed six burial permits.

- Grants Department
    - Three Finance Department personnel have been tasked to serve as the Acting Community Action Grant Ex Officio for the month of February and March.
    - The Finance Department provided financial information regarding the Community Action Grant

  - Filing quarterly reports for various grants.
  - Journal Entry adjustments
  - The Finance Department has been tasked with the Community Action Grant Exit Reports. Our tasks include:
    - Looking through each exit report and see if there are missing receipts, documentation, return of money unspent.
    - Draft and send letters to applicants owing more information or owing money that has not been spent.
    - Sending emails to applicants owing exit reports.
    - Draft and send letters to applicants owing exit reports.
    - Follow up on every account.

- Planning Department
  - Processed three permits, licenses, or fees.
  - Processed 0 site plan permits.

- Police Department
  - Uploaded the February PC Slips to Core FTP LE.
  - Processed 20 taxi permit payments.
  - Processed 0 chauffer payments.

Challenges

- Due to the departure of one of our sales tax personnel in February, we are identifying tasks that weren't complete by the time of their departure. Due to the time sensitivity of these items the sales tax personnel and Accounting Specialist II are working diligently to make the necessary corrections and adjustments.
- Occasionally, sales tax forms are being submitted incorrectly and the process of correcting them can be time consuming. In the next few months, we intend to create a tutorial video on how to properly fill out sales tax forms.

Goals for the near Future

- Utilizing data analytics to identify challenges and opportunities that can spur economic development.

- Revamping the Temporary Service Hold forms to make the wording less ambiguous.
- Establishing internal audits for each subdepartment for the purposes of training and identifying patterns of mistakes.
- Developing a schedule-based system for the sales tax department, so that we can prepare in advance for the more complicated sales tax-related inquiries.

Committee Name 2023 Attendance

Regular Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Rose Henderson (Mayor)	E	P	P									
CarolAnn Willard (Chair)	E	P	E									
Robert Rey (Vice Chair)	P	P	P									
John Hamilton	E	P	P									
Farah Sears	P	E	P									
Xavier Mason - Ex Officio	P	P	P									
Alexandra Batchelor Ex Officio	P	P	P									

Special Meetings

Member Name	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.

Vacancy shall be declared by the body when a member: Fails to attend 3 regular meetings without being excused by the body Fails to attend 3 special meetings without being excused by the body Fails to attned 65% of regular meetings	**P=Present** **E=Excused** **U=Unexcused**	Chair determines excused/unexcused during roll call. If a member disagrees with the the chair, a motion to overule the decision of the chair can be made