

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
FINANCE COMMITTEE
MINUTES

May 4, 2016

The meeting of the Finance Committee of the Arizona Prosecuting Attorneys' Advisory Council (APAAC) was called to order by Chair Derek Rapier on Wednesday, May 4, 2016, at 9:30 a.m. at the APAAC Office, located at 1951 W. Camelback Road, Suite 202, in Phoenix, Arizona.

ROLL CALL

Finance Committee Members Present

Derek Rapier – Chair	Greenlee County Attorney
John Belatti	Mesa City Prosecutor
Bill Montgomery	Maricopa County Attorney (Telephonic)
Sheila Polk	Yavapai County Attorney
Tobin Sidles	Oro Valley Town Prosecutor
Jon Smith	Yuma County Attorney (Telephonic)

Finance Committee Members Absent

Brad Carlyon	Navajo County Attorney
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Staff Present

Elizabeth Ortiz	Executive Director
Diana Cooney	Office Manager

MINUTES OF THE APRIL 14, 2016, MEETING

Mr. Derek Rapier presented the minutes from the April 14, 2016, Finance Committee meeting. Ms. Sheila Polk made a motion, seconded by Mr. Tobin Sidles, to approve the minutes. Motion carried.

APAAC FY2016-17 DRAFT BUDGET

Ms. Elizabeth Ortiz introduced APAAC's FY2016-17 draft budget for review by the committee. Ms. Ortiz provided an overview, including revenue projections calculated at 95% of FY16 and budgeted savings in personnel expense, seminar training costs, and other operating expense line items. Specific savings include: APAAC's current staff vacancy will remain through October, 2016; change in venue for multiple seminars; providing webinar-only attendance to various courses; elimination of funding for non-APAAC training; and, no audit expense in an alternating year. Ms. Ortiz requested the committee consider two options for future savings: decreasing the frequency of APAAC's audit (currently every two years) and revisiting APAAC's financial commitment to funding future fellowships programs.

Mr. Rapier expressed the need for APAAC's budget to incorporate a contingency fund, as done in past years. Mr. Rapier requested staff research the legal requirement and industry

norm for APAAC's biennial audit, to consider whether decreasing the frequency of the audit will impact our fiduciary responsibility, public perception, etc.

Mr. Rapier asked the committee members to continue their review of this first draft budget for further discussion at the next Finance Committee meeting.

NEXT FINANCE COMMITTEE MEETING

Next Finance Committee meeting scheduled for Monday, June 6, 2016, at 9:00 a.m.

CALL TO THE PUBLIC

None.

ADJOURNMENT

Mr. Rapier adjourned the meeting at 10:08 a.m.