

# Finance Committee of the E911 Service Board

## Meeting Minutes

September 7, 2012  
10:00 AM - CESC

Members Present: David Von Moll, Chairman  
John Knapp, Jr. Lt. Col. Robert Kemmler  
Pat Shumate

Members Absent:

Staff Present: Dorothy Spears-Dean, Coordinator  
Steve Marzolf, ISP Director

Note: An audio conference bridge was provided to allow the public to listen to the proceedings if they were unable to attend in person. No roll call was taken of the bridge participants.

### **1. CALL TO ORDER**

Chairman David Von Moll called the meeting to order at 10:05 AM. The Chairman welcomed everyone to the meeting.

### **2. APPROVAL OF THE MINUTES FROM JULY 2, 2012**

Chairman David Von Moll asked for changes/additions to the July 2, 2012 minutes, and there were none. Lt. Col. Kemmler made a motion to approve the Minutes of their January 6th meeting. Mr. Knapp seconded the motion. Chairman Von Moll called for the vote, and the vote passed unanimous; **4-0-0**.

### **3. FY2012 FINANCIAL REPORTS**

Mr. Marzolf presented the Committee with Balance Sheet and Income Statement for the fiscal year ending June 30, 2012 (FY2012). The reports showed an uncommitted balance of \$4.1 million. He told the committee that the detailed spending reports had not yet been finalized. Those reports will be provided and reviewed at a future Finance Committee meeting.

### **4. WIRELESS E-911 FUND CASH RESERVE POLICY**

Mr. Marzolf presented the Committee with a proposed Cash Reserve Policy Statement. A change in legislation effective July 1, 2012 allows the Board retain year end uncommitted funding "for a reserve balance pursuant to a reserve balance policy adopted by the Board." The Committee discussed that the draft policy be modified to reflect that the amount to be retained be at least the average month expenses rather than just equal to as proposed. Lt. Col. Kemmler made a motion to recommend to the full Board the adoption

of the following policy statement:

It shall be the policy of the Virginia E-911 Services Board to maintain a cash reserve at least equal to the average amount of projected expenses for one month of the following fiscal year. As permitted by Section 56-484.17(D) of the Code of Virginia, the Board will, to the maximum extent possible, retain some or all of uncommitted funding at the end of each fiscal year for a reserve balance pursuant to this policy.

Mr. Shumate seconded the motion. Chairman Von Moll called for the vote, and the vote passed unanimous; **4-0-0**

## **5. FY2011 APA AUDIT**

Mr. Marzolf announced to the Committee that the FY2011 APA audit had been completed and that no new findings had been reported. The finding from the FY2010 audit regarding the validation of PSAP data was continued since the Board had not yet completed the reconciliation process, which should be completed by January 2013.

## **6. OLD BUSINESS:**

There was no old business to come before the committee.

## **7. NEW BUSINESS**

Mr. Marzolf reminded the Committee that the Board's Annual Report will be presented at their meeting and asked if there were any comments from the Finance Committee. Mr. Knapp suggested that the PSAP validation process be included in the report. He also suggested that additional language be added to better demonstrate the impact of the reduced funding to the PSAP grant program due to the transfers to other programs.

## **8. PUBLIC COMMENT**

There was no additional public committee from those present at the meeting site or on the audio conference.

## **9. ADJOURNMENT OF THE MEETING**

Chairman Von Moll adjourned the meeting of the Committee.

**Respectfully Submitted:**

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Steve Marzolf

(Date)