

# Board Special Meeting

John Stanford Center – Board Office Conference Room

2445 3<sup>rd</sup> Avenue South, Seattle, WA 98124



Audit & Finance Committee (Board Office Conference Room);  
Oversight Work Session: Finance (Board Office Conference Room)  
Thursday, December 8, 2016  
4:30 – 7:00 pm

## **Call to Order**

5 mins

1. Board members and staff present
2. Approval of Agenda
3. Approval of November 10, 2016 meeting minutes

## **Items Requiring Board Action**

1. BAR: Head Start Duration Grant (Gousie)

10 mins

## **Special Attention Items**

1. Informational Only: 2017-18 Work Plan (Van Duzer)
2. Informational Only: Head Start Financial Report (Gousie/ Toner)
3. Informational Only: Grants Update (Stone)
4. Informational Only: Internal Audit JSCEE Staffing Positions (Berge)
5. State Auditor's Office Audit (Berge)

10 mins

10 mins

10 mins

10 mins

5 mins

## **Regular Agenda**

1. Monthly Financial Status Update (Fleming)
2. Monthly Budget Update (Berge)
3. Committee Annual Work Plan (Berge)

5 mins

5 mins

5 mins

## **Oversight Work Session: Finance**

6:00pm\*

- Organizational Chart
- Department Functions
- S.W.O.T. Analysis
- Department Accomplishments
- Department Goals & Objectives
- Key Performance Indicators (KPIs)
- Budget & Staffing
- Benchmarking
- Policies & Procedures
- Internal and External Controls
- Major Outside Service Contracts
- Information Technology Systems
- Looking Forward/Next Steps

## **Adjourn**

7:00pm

(\*times given are estimated)

\*Please note that A&F is a working committee of the Board. Documents may change before the meeting and/or prior to their introduction before the Board. The Board Office maintains the archive for documents that were presented at the meeting.