



BOARD OF PARK AND RECREATION COMMISSIONERS

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ADMINISTRATIVE SERVICES (ASV) COMMITTEE

Jeff Meyers, Chair
Heather Rubesch
George Schlagel
Steve Baru, Board Chair Ex Officio Member

MEETING MINUTES

JCPRD Administration Building Boardroom
7900 Renner Road, Shawnee Mission, KS 66219

June 11, 2019
5:30 pm

CALL TO ORDER/ROLL CALL

The meeting was called to order by Committee Chair Jeff Meyers, and roll call was taken as follows:

Committee Members Present: Jeff Meyers, Heather Rubesch, George Schlagel

Committee Members Absent: None

Guests Present (via telephone): Jonathan Nibarger, Senior Manager with AGH

Staff Members Present:

Jeff Stewart, Deputy Director
Jennifer Assmann, ASV Sr. Administrative Assistant
Jo Ann Courtney, Administration & HR Manager
Noelle Testa, Chief Financial Officer
Jay Hinrichs, Development Director
David Grant, Human Resources Director
Ted Tartenaar, Information Tech. Services Manager
Richard Smalley, Marketing & Communications Mgr.

Susan Mong, Superintendent of Culture
Katie Baergen, CUL Sr. Administrative Assistant
Rhonda Pollard, Superintendent of Recreation
Jane Lickteig, REC Sr. Administrative Assistant
Shannon Sonnier, Assistant Superintendent of Recreation
David Mullen, Recreation Intern

DISCUSSION & ACTION

A. Presentation of the 2018 Audited Financial Reports – Noelle Testa, Chief Financial Officer

Ms. Testa introduced Jonathan Nibarger with AGH, who was present via phone. She explained he would go over the management letter and audit report. Mr. Nibarger explained JCPRD was given an unmodified opinion, which is the best opinion JCPRD could receive. Mr. Nibarger noted a deficiency regarding internal controls as explained on page 75 of the report. Unrecorded liability for retainage payment was noted as a finding of material weakness in financial reporting. JCPRD management corrected the issue and has implemented procedures to monitor retainage payable amounts in the future. The procedures are outlined on page 76 of the report.

Mr. Nibarger explained the auditor's letter to governing body is to inform about matters within the audit. Mr. Nibarger thanked Ms. Testa and her staff for their assistance and cooperation regarding the 2018 audit.

ASV-1 It was the consensus of the committee to recommend Board acceptance of the 2018 Audited Financial Statements and Management Letter as provided by Allen, Gibbs and Houlik, L.C.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

Mr. Meyers adjourned the meeting at 5:36 pm.

**BOARD OF PARK AND RECREATION COMMISSIONERS
ADMINISTRATIVE SERVICES COMMITTEE**

[Signature on file]

JEFF MEYERS, *Committee Chair*

PREPARED BY Jennifer Assmann, ASV Sr. Administrative Assistant

Approved: June 19, 2019