

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **FINANCE COMMITTEE AGENDA**

Members: David Greenwell, Chair  
Nancy Anthony  
Fran Cory  
Jim Shonts  
Greg Womack

Wednesday, June 4, 2008  
at 3:30 pm  
Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
Telephone: (405) 231-8650

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I. Call to Order and Establishment of Quorum – David Greenwell, Chair
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 28, 2008
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - MLC FY 2008-2009 Preliminary Budget
- IV. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Stewardship of Financial Resources - SF 900 Reporting Financial Concerns and SF 900.1 Procedures for Reporting Financial Concerns

The Metropolitan Library System of Oklahoma County encourages participation from all patrons and citizens of Oklahoma County. If participation at any public meeting is not possible due to a disability, whether physical, hearing or speech related, please notify the office of the Executive Director (606-3726) at least forty-eight (48) hours prior to the scheduled public meeting to allow the Library to make necessary accommodations.

**REPORT AND RECOMMENDATIONS**  
**FROM THE ADMINISTRATIVE & PERSONNEL COMMITTEE**

**The Administrative & Personnel Committee met May 28, 2008 for:**  
*(Please bring the A & P Committee Packet previously mailed for the detailed reports)*

**I. Executive Session**

Discussion with Attorney, Courtney Warmington regarding anonymous allegations relating to employment practices

Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(4) – “Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.”

**II. Return to Open Meeting for Discussion, Consideration, and Possible Action, if any, resulting from Executive Session**

**III. Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Medical Funding Account**

**IV. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits**

With Reports and Recommendations from Administration:

❖ Compensation & Benefit Plans

**During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the results of the discussions.

**FINANCE COMMITTEE ACTION:**

**I. To accept or approve the recommendation from the Administrative and Personnel Committee and recommend the Commission approve to revise the previously adopted Medical Funding Account definition (adopted in June 2002) to reflect a minimum retention of a dollar amount equal to 35% of the *forthcoming* Plan Year's Maximum Liability with the *option* to utilize the available surplus to buy-down premium contributions for the library system and employees.**

**II. To accept or approve the following recommendations from the Administrative & Personnel Committee and recommend the Commission approve incorporation into the FY 2008-09 Preliminary Budget.**

**1. Compensation:**

**A.** a merit increase schedule of from 0% to 3%, effective July 1, 2008.

**B.** a market adjustment of 4% for all employees, effective with the beginning of the pay period that includes January 1, 2009.

**2. Benefits:**

**A.** acceptance of the following items for the self-funded Employee Benefit Plan:

- renewal of Paid Stop Loss Insurance policy with HCC Life Insurance Company;
  - increase of \$0.55 per employee per month (PEPM) in the Third Party Administrator's (TPA) Administrative Services fee;
  - increase of \$0.10 PEPM in the PPO network access fee;
  - adoption of Performance Guarantees between the MLS and the current TPA; and
  - renewal of the fully-insured Organ Transplant policy with AIG, including a 14.53% premium rate increase.
- B.** acceptance of a continuation in the current service provider and premium rates for the following benefit programs:
- Group Term Life Insurance and Accidental Death and Dismemberment;
  - Vision Insurance; and
  - Employee Assistance Program.
- C.** Acceptance of a proposal from Unum for the Group Long Term Disability insurance, including a rate decrease, contingent upon the inclusion of a Cost of Living Adjustment provision and base Long Term Care policy.

**REPORT AND RECOMMENDATION FROM ADMINISTRATION**

**METROPOLITAN LIBRARY SYSTEM  
PRELIMINARY BUDGET FY 2008 - 2009  
(July 1, 2008 ~ June 30, 2009)**

**PLEASE REMEMBER TO BRING THIS DOCUMENT  
TO THE JUNE 19, 2008  
METROPOLITAN LIBRARY COMMISSION MEETING  
AT THE SOUTHERN OAKS LIBRARY**

**ADMINISTRATIVE RECOMMENDATION AND COMMITTEE ACTION:**

To approve the Metropolitan Library System Preliminary Budget FY 2008-09

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Revisions to the Metropolitan Library System Policy and Procedure Manual**

In late 2006, the finance committee recommended that the Administration take several steps related to financial practices that would bring the library into compliance with most of the recommendations related to the Sarbanes Oxley Act.

A new policy, SF 900 Reporting Financial Concerns, is the final piece to be developed per the recommendation of the finance committee. The administration recommends for your consideration and approval this new policy, which is attached.

SF 900.1 Procedures for Reporting Financial Concerns is attached for your information. Procedures do not have to be approved by the commission.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To approve the recommendation from Administration for adoption to the Metropolitan Library System Policy and Procedure Manual a new policy, SF 900 Reporting Financial Concerns.

# **Stewardship of Financial Resources**

## **SF 900 Reporting Financial Concerns**

*Draft 2/07*

### **Policy**

To ensure that the Metropolitan Library System (MLS) is a responsible steward of public funds, the library provides a workplace conducive to open discussions of financial business practices and complies with all applicable laws that protect employees against unlawful discrimination or retaliation as a result of their disclosure or reporting of questionable or illegal acts by MLS or its employees.

### **Regulations**

1. The Finance and Audit Committee of the Metropolitan Library Commission (the Committee) will establish procedures for employees to submit openly, confidentially, or anonymously their concerns about questionable accounting or auditing matters and violations of legal or regulatory requirements.
2. The Committee will receive and respond to any such concerns that are submitted.
3. The Committee may consult with any member of management who is not the subject of the allegation and who may have appropriate expertise to assist the Committee.
4. Neither members of the Committee nor members of MLS management may discharge, demote, suspend, threaten, harass, or in any other manner discriminate, retaliate, or tolerate any discrimination or retaliation by any person or group, directly or indirectly, against any associate of MLS who, in good faith, makes an accounting or legal allegation, reports a retaliatory act, or otherwise assists the Committee, management, or any other person or group (including any governmental, regulatory, or law enforcement body) in investigating a report.
5. The Committee will not disclose the identity of any employee of MLS who makes an accounting or legal allegation or reports a retaliatory act and asks that his or her identity remain confidential, unless such disclosure is required by judicial or other legal processes.
6. The Committee will not make any effort, or tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a report anonymously.
7. If a person makes a report in good faith and if any facts alleged are not confirmed by subsequent investigation, no action will be taken against the reporting person.
8. MLS will treat any act of retaliation or discrimination as a serious violation of MLS policy and such act may result in termination of employment.

# **Stewardship of Financial Resources**

## **SF 900.1 Procedures for Reporting Financial Concerns**

*Draft 2/07*

1. Report directly to the Finance and Audit Committee of the Metropolitan Library Commission (the Committee) complaints and concerns if they are regarding:
  - a. Questionable accounting, internal controls, and auditing matters, including without limitation:
    - Deficiencies in, or noncompliance with, MLS's internal accounting controls or accounting policies;
    - The circumvention or attempted circumvention of internal accounting controls;
    - Fraud or deliberate error in the preparation, evaluation, review, or audit of MLS's financial statements or in the recording and maintaining of MLS's financial records;
    - Any misrepresentation or false statement by a senior officer or accountant regarding a matter contained in MLS's financial statements, financial reports (including discussions in an annual report), or audit reports, or any other failure to provide a full or fair reporting of MLS's financial condition; or
    - Any other matter that would otherwise constitute a violation of MLS's accounting policies
  - b. Non-compliance with legal and regulatory requirements
  - c. Retaliation against any employee of MLS who, in good faith, makes a report regarding an accounting allegation or a legal allegation
2. Exercise due care to ensure the accuracy of the information disclosed and provide sufficient information to enable an investigation to be conducted.
3. Reports may be made openly, confidentially or anonymously. If you are not making the report anonymously, indicate whether or not you wish your identity to remain confidential.
4. Submit reports in writing (including by e-mail), by telephone, or in person to Chairperson of the Finance and Audit Committee of the Metropolitan Library Commission. See Attachment A for contact information.
5. The Deputy Executive Director, Finance & Support will update the contact information in Attachment A as needed.

### **Committee Action**

The Committee will review each report it receives and determine whether the Committee or management needs to investigate the report.

**Stewardship of Financial Resources**  
**SF 900.1 Procedures for Reporting Financial Concerns**  
*Draft 2/07*

**ATTACHMENT A (updated 2/07)**

Mailing address of MLC Finance & Audit Committee chairperson:

David Greenwell  
Partner, Cole & Reed, P.C.  
531 Couch Drive  
Oklahoma City, OK 73102

Email address of chairperson:

[dgreenwell@coleandreed.com](mailto:dgreenwell@coleandreed.com)

Telephone number of chairperson:

405-218-4703