

FINANCE & AUDIT COMMITTEE (F&AC)

State Bar of Arizona
4201 N. 24th Street, Suite 100
Phoenix, Arizona 85016

October 17, 2024
3:00 p.m.
Telephonic Meeting

Minutes (Approved (11/14/2024))

MEMBER ATTENDANCE:

P = present in person; T = present telephonically; A= absent.

T – Chris Russell, Chair

T – Mignonne Hollis, Vice Chair

A – Dave Byers

T – Marcus Reinkensmeyer (Arizona Supreme Court Alternative Representative)

T – Cortez Smith

T – Kelsi Lane (HR Subcommittee Chair)

A – David Rosenbaum

T – Diandra Benally

T – Cliff Hill (Client Protection Fund Board Liaison/Non-voting F&AC member)

A – Ted Schmidt (President – Board of Governors)

OTHER ATTENDEES:

State Bar Staff:

T – Joel England

T – Jessica Iennarella

T – Maret Vessella

A – Lisa Panahi

A – Roberta Tepper

A – Noah Coakley

T – Lori Maxwell

T – Trish McCarty

A – Joe Hengemuehler

T – Deanna Commack

T – Octavius Garrett

Minutes taken by: Octavius Garrett

I. CALL TO ORDER:

Called to Order by: Chris Russell

Time: 3:00 p.m.

II. CALL TO THE PUBLIC:

Individuals addressing the Committee: None

Discussion: None

III. Action/Vote – Approval of Meeting Minutes – 9/19/24

Individual(s) addressing the Committee: Chris Russell

Discussion: Chris R. presented the meeting minutes for September 19, 2024, for review and approval.

Motion/moved by: Diandra B. motioned to approve the September 19, 2024, meeting minutes as presented.

Seconded by: Mignonne H.

Motion: Passed unanimously

IV. Action/Vote – Contract Approval – Pacific Office Automation

Individual(s) addressing the Committee: Jessica Iennarella

Discussion: Jessica I. presented contract renewal terms for Pacific Office Automation for a three-year term, including review of pricing and reminder of services provided. Included comparison to internal solution.

Motion/moved by: Mignonne H. motioned to authorize Joel E. to enter into a three-year contract renewal with Pacific Office Automation under terms as presented.

Seconded by: Diandra B.

Motion: Passed unanimously

V. Discussion – HR Annual Compensation & Benefit Review (Partial Vote)

Individual(s) addressing the Committee: Kelsi Lane

Discussion: Kelsi L. presented information reviewed by the HR Subcommittee with regards to the 2025 wages, merit pool and benefits.

Motion/moved by: Marcus R. motioned to move forward with open enrollment based on HR subcommittee recommendation.

Seconded by: Diandra B.

Motion: Passed unanimously

VI. Discussion – 2025 Budget – 1st Draft

Individual(s) addressing the Committee: Joel England, Jessica Iennarella

Discussion: Jessica I. provided a high-level update to the committee regarding the trends and plans considered in preparing the first draft of the 2025 budget. She also reviewed the first draft of the budget in detail, including highlighting key areas to be evaluated in detail prior to November. Also presented comparative data to 2024 projections.

VII. Discussion – 24th Street Leasing Update

Individual(s) addressing the Committee: Jessica Iennarella

Discussion: Jessica I. provided a leasing update regarding the new tenant in Suite 150.

VIII. Information – Vanguard Investment Performance Update

Individual(s) addressing the Committee: Jessica Iennarella

Discussion: Jessica I. provided an update on the current reserve investment balances and recent performance, including current outlook as the end of September 2024.

IX. Information – State Bar of Arizona Financial Update

Individual(s) addressing the Committee: Jessica Iennarella

Discussion: Jessica I. provided current in-depth projections as part of the budget presentation. Updated projections and September financial statements will be issued next week. Another overview will occur during November’s meeting, along with review of the final budget.

Meeting adjourned by: Chris Russell at 3:42 p.m.