MEMORANDUM

TO: Board of Directors

FROM: Katema Ballentine, Business Office

DATE: August 27,2020

SUBJECT: Request for Board Meeting Date adjustment

Fiscal Services staff request a revision to the following Board Meeting dates for the 2020-2021 fiscal year. This request is made to align the reporting process and submission dates to those required by our Authorizer and County deadlines. The information below outlines the current Board approved date, the recommended revision and the purpose of the request.

**September 2020 Meeting**

**Board Approved Meeting Date:** September 18, 2020

**Recommended Revised Date:** September 14, 2020

**Purpose:** The authorizer required reporting submission deadline for the 2020-21 fiscal year has become tighter than past years. Our internal closing and reporting cycles were in conflict with the August 18, 2020 Board meeting. After conferring with our Authorizer we were advised to submit the documents for review by the September 1, 2020 due date. Our Board is required to approve the final documents by the County required September 15 due date. Staff recognizes that the September Board meeting is current approved for September 18, 2020 and asks that this meeting be revised to September 14, 2020.

**November 2020 Meeting**

**Board Approved Meeting Date:** November 17, 2020

**Recommended Revised Date:** November 30, 2020

**Purpose:** At the August 18, 2020 AIMS Board reviewed and approved the changes to the Finance Committee Calendar in the months of November and February to align with the fiscal reporting requirements. In order to align the approval and submission deadlines, staff requests the revision of the November 2020 Board meeting to the end of the month.

**February 2021 Meeting**

**Board Approved Meeting Date:** February 16, 2021

**Recommended Revised Date:** February 25, 2021

**Purpose:** At the August 18, 2020 AIMS Board reviewed and approved the changes to the Finance Committee Calendar in the months of November and February to align with the fiscal reporting requirements. In order to align the approval and submission deadlines, staff requests the revision of the February 2021 Board meeting to the end of the month.