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Purpose:	To Discuss LMCHD Finance Committee issues.
Meeting Date and Time:	Monday, July 27, 2020 7:00 pm
Date and Time of Next Meeting:	Monday, August 24, 2020 6:30 pm

Chair:	<input checked="" type="checkbox"/> Arthur Fountain
Board Members:	<input checked="" type="checkbox"/> J. Vern Cromartie Ed.D. <input checked="" type="checkbox"/> Patt Young <input checked="" type="checkbox"/> Linda Strong <input checked="" type="checkbox"/> Lee Mason
Staff:	<input checked="" type="checkbox"/> Nichole Gardner, Administrative Assistant <input checked="" type="checkbox"/> Craig Collins, LMCHD Accountant <input checked="" type="checkbox"/> Lamar Thorpe, Executive Director

Agenda Item #1 Call to Order/Roll Call	
Discussion:	The meeting was called to order at 7:10 pm. All Finance Committee members and LMCHD staff were present.
Action:	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

Agenda Item #2 Public Comments	
Discussion:	There were no public comments.
Action:	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

Agenda Item #3 Review of June 22, 2020 Minutes

Discussion: The Finance Committee reviewed the June 22, 2020 Finance Committee minutes. There were no modifications.

Action: 1. The minutes were accepted as written.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #4 Review/ Discuss/ Recommend COVID-19 funding to support Pittsburg Unified School District and Mr. Diablo Unified School District efforts in bridging the digital divide

Discussion: The Finance Committee recommended to move this agenda item to the next Board meeting. The Committee requested to have the disbursement of funding policy at the next board meeting.

Action: 1. Staff will provide the policy on the disbursement of LMCHD funding to the next Board meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #5 Review/Discuss gardener Charles Smith's letter – Art Fountain, Chair

Discussion: The Finance Committee recommended to remove this agenda item.

Action: 1. There was no follow-up action recommended.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Review/ Discuss financial reports for June 2020 – Craig Collins, CPA

Discussion: Accountant Craig Collins presented a verbal report on the June 2020 financials. He highlighted the District's assets and revenues.

The Committee asked about the increase in spending from May 2020 to June 2020 in line item No. 60640 Community Outreach.

Mr. Collins explained that expenditures on this line item included videos produced by Kevin Temple and Facebook charges. He also reported that a payment to an Outreach Specialist was included in this line item and would be removed and into the Direct Services line item.

The Committee discussed the videos that Kevin Temple produced. They reported that Outreach Specialist Martha Hernandez made multiple bilingual videos about the Coronavirus and posted them on the District's Facebook Page.

Mr. Collins reported that the items in line item No. 63700 Community Garden are for tools for the garden.

The Committee inquired about how long the District must legally hold on to the Community Benefit Fund documents.

Action: 1. Staff will send the Records Retention Policy to the Finance Committee.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Review/Discuss financial statistics – Craig Collins, CPA

Discussion: The Finance Committee reviewed a financial statistic memorandum for June 2020 drafted by accountant Craig Collins. Mr. Collins reported that the Bank of the West Checking account balance is \$561,077.00. The Local Agency Investment Fund (LAIF) balance is \$911,365.78, bringing the total cash and investment balance to \$1,472,443.50.

Action: 1.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #8 Review/Discuss all LMCHD contracts and expiration dates for 2020 – Lamar Thorpe, ED

Discussion: The Committee reviewed the list of contracts. Executive Director Thorpe reported that Accountant Rhonda Burke’s contract would be discussed at the next Board meeting.

Action: 1. Staff will email the Committee with the effective start and end dates for LMCHD staff.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #9 Adjournment

Discussion: The meeting was adjourned at 8:15 pm.

Action:

Needs Staff Assistance

Needs to go to Full Board