



“Advancing Solutions to Health Disparities”

Committee:

District Programs & Activities **Finance** Grants & Policy Outreach REAL

Purpose: Finance

Meeting Date: December 15, 2014

Date and Time of Next Meeting: January 19, 2014

- Chair:** Linda Strong
- Board Member:** Emmanuel Ogunleye, Arthur Fountain, Marilyn Condit
- Staff:** Bobbi Palmer, CEO; Craig Collins, Accountant (via teleconference), Rhonda Burke (via teleconference)

3. Review/Recommend Revised LAIF Transfer Procedure and Web Direct System

Action Minutes	Needs Staff Assistance	Needs to Go to Full Board
<ul style="list-style-type: none"> In the past, procedure was done by phone. New process required by Bank of the West uses Web Direct/online services Include as future agenda item Board Policy requiring two Signatures for LAIF transfers. Eliminate “CEO” under Instruction #9; add “Vice President” Staff to clarify with Bank of the West and LAIF process to use when transfer is <u>from</u> LAIF. Accountant and Bookkeeper have access to Web Direct/online services. Eva Vera to be deleted for access; Art Fountain to be added. Staff to follow up. Develop policy for Board approval re: who has access to online banking services, i.e., stop payment, LAIF transfers. Suggestion: President/Treasurer. Bookkeeper to have “read only” access. 	<p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p>

4. Review Information from the Controller’s Office re: unpaid taxes in the amount of \$85,000”

	Needs Staff Assistance	Needs to Go to Full Board
<ul style="list-style-type: none"> Accountant Craig Collins brought this to the CEO’s attention, Contra Costa County records reflect that LMCHD owes taxes 	<p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>

From 2004.

- LMCHD Attorney is drafting a letter to the County.
- Reportedly, LMCHD refunded taxpayers in 2004.

5 Review/Recommend amendment to 2014 Grant Awards – Get Fit Marathon Walking Program

Action Minutes

Needs Staff Assistance

Needs to Go to Full Board

- Recommended that check by issued if questions by Grants Committee re: walking monitors have been satisfactorily answered.



6. Review/Recommend additional Board member check signature authorization

Action Minutes

Needs Staff Assistance

Needs to Go to Full Board

- Additional Board member check signature authorization to be added.



