



*“Advancing Solutions to Health Disparities”*

## Committee

Community Garden  
  District Programs & Activities  
  Finance  
  Outreach  
  REAL

<b>Purpose:</b>	To Discuss the LMCHD Finance Committee activities.
<b>Meeting Date and Time:</b>	Monday, July 22, 2019 7:30pm
<b>Date and Time of Next Meeting:</b>	Monday, August 26, 2019 6:30pm

<b>Chair:</b>	<input checked="" type="checkbox"/> Arthur Fountain
<b>Board Members:</b>	<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
<b>Staff:</b>	<input checked="" type="checkbox"/> Aaronique Gordon, Administrative Assistant <input checked="" type="checkbox"/> Craig Collins, LMCHD Accountant

Agenda Item #1 Call to Order/Roll Call	
<b>Discussion:</b>	The meeting was called to order at 6:35 p.m. All Finance Committee members and LMCHD staff were present.
<b>Action:</b>	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

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

**Agenda Item #3 Review of May 20, 2019 Minutes**

Discussion: The Finance Committee reviewed the May 20, 2019 Finance Committee minutes and requested no amendments. Directors Young and Strong abstained because they did not attend the May Finance Committee meeting. The Finance Committee revisited agenda item No. 6 from the May 20, 2019 Finance Committee minutes and reached consensus to ask Accountant Craig Collins to further research the August 2019 balloon payment.

Action: 1. The minutes were approved as written.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #4 Review/Discuss/Recommend Financial Reports for April 2019 – Craig Collins**

Discussion: Craig Collins presented a verbal report on the June 2019 financials. He verbally highlighted the District's assets and revenues. The Finance Committee asked questions about the District's LAIF balance and the 2019-2020 LMCHD Fall Grants Program. The Finance Committee noticed that two Reading Advantage payments were budgeted in the same year, and asked the Accountant to review and correct this.

Action: 1. Accountant Craig Collins will correct the District's balance sheet.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #5 Review/Discuss current financial statistics**

Discussion: Craig Collins reported on the District's current financial statistics. The Finance Committee asked questions about administrative and legal costs.

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

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #6 Review/Discuss all LMCHD Contracts and expiration dates for 2019 and 2020 - Director Cromartie/Craig Collins**

Discussion: The Finance Committee reviewed the LMCHD contract database. The Finance Committee asked questions about District Sponsored contracts and expiration dates. The Finance Committee recommended having all DPAC contracts, workplans, and payment records in a file for each participating agency. Administrative Assistant Aaronique Gordon explained that there is a vendor file for all DPAC payments, and each payment record is attached to the staff report required for approval of funding. There is currently no agreement form for DPAC programs.

Action: 1. LMCHD staff will remain in contact with the DPAC Committee regarding DPAC contracts, workplans, and payment records.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #7 Adjournment**

Discussion: The meeting was adjourned at 8:00 p.m.

Action:

Needs Staff Assistance

Needs to go to Full Board