



“Advancing Solutions to Health Disparities”

Committee

<input type="checkbox"/> Community Garden	<input type="checkbox"/> Programs	<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Outreach	<input type="checkbox"/> REAL
---	-----------------------------------	---	-----------------------------------	-------------------------------

Purpose:	To Discuss LMCHD Finance Committee issues.
Meeting Date and Time:	Monday, May 18, 2020 6:30 pm
Date and Time of Next Meeting:	Monday, June 22, 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"/> Rhonda Burke, Bookkeeper <input checked="" type="checkbox"/> Lamar Thorpe, Executive Director

Agenda Item #1 Call to Order/Roll Call	
Discussion:	The meeting was called to order at 6:38 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 April 27, 2020 Minutes

Discussion: The Finance Committee reviewed the April 27, 2020 Finance Committee minutes. The Committee reviewed the April 27, 2020 Finance Committee minutes and requested 3 modifications as follows:

- Change the date on Agenda Item No. 3 to March 23, 2020
- Check “Needs to go to Full Board” on Agenda Item No. 7
- Replace Agenda No. 9 with Agenda No. 8

Action: 1. The minutes were accepted as corrected.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #4 Review/Discuss Financial Reports for 2020 – Craig Collins

Discussion: Accountant Craig Collins presented a verbal report on the February 2020 financials. He highlighted the District’s assets and revenues. Mr. Collins suggested that there may need to be a budget adjustment to add funds for Legal Services. He reported that the account for Legal Services was \$15,683.90 over the adjusted budget, based on bills that were received in February and March. He recommended bringing forward a budget adjustment at the next board meeting.

A Committee member mentioned that there also needed to be a budget adjustment for the Summer Grants Programs.

Mr. Collins reported that the following line items would require additional funding:

- ACHD
- LAFCO Fee
- Discretionary Expense
- Office Supplies
- Phone, Fax, Internet
- Post Office Box Rental

He reported that the following line items were under-budget:

- Seminars
- Printing
- Travel Reimbursement

Action: 1. A budget adjustment is recommended to add \$18,000 to the Legal Services account.
2. Accountant Craig Collins will adjust Administration Expense categories to adjust unspent funds and apply them to categories that require extra funding.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #5 Review/Discuss current financial statistics – Craig Collins

Discussion: The Finance Committee reviewed a financial statistics memorandum drafted by the accountant. Mr. Collins reported that the Bank of the West Checking Account balance is \$534,079.42. The Local Agency Investment Fund (LAIF), both the reserved and unreserved balance, is \$911,365.75, bringing the total cash and investment balance to \$1,445,445.20.

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

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Review/Discuss LMCHD staff salaries – Art Fountain, Chair

Discussion: The Committee reviewed the list of LMCHD staff and their salaries. The Committee reported that more discussion is required about staff salaries at next week’s budget meeting.

Action: 1. Executive Director Lamar Thorpe and Accountant Craig Collins will meet to review Mr. Collins’ contract and bring it to the next Board Meeting for final approval.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Review/Discuss all LMCHD contracts and expiration dates for 2020 – Lamar Thorpe

Discussion: The Committee reviewed the list of contracts. Executive Director Thorpe explained that two contracts would be coming back for Board approval--the insurance contract and Bookkeeper Rhonda Burke’s contract.

The Committee noted that the Bank of the West contract would expire in June 2020.

Mr. Thorpe responded that he believed the Bank of the West contract was on automatic renewal but he would check to be sure.

Action: 1. Executive Director Thorpe will work with Rhonda to get her contract renewed.
2. Staff will work to get the Insurance contract renewed.
3. Executive Director Thorpe will check to see if the Bank of the West contract is on automatic renewal.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #8 Adjournment

Discussion: The meeting was adjourned at 8:03 p.m.

Action:

Needs Staff Assistance

Needs to go to Full Board

