

Finance Committee Agenda

Meeting Information			
Meeting Date/Time:	Wednesday, February 21, 2024 2:00 PM EDT	Location:	Virtually-Teams
Meeting Called By:	Ms. Emily Zimmerman	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Emily Zimmerman	Recording Secretary:	Ms. Amy Reis
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC’s management of its financial resources. This includes, but is not limited to, LCCTC’s financial planning, purchasing, and capital management processes.		
Attendees			
Ms. Emily Zimmerman, Mr. Charles Gearhart Mr. Jason Harris, Mr. Tom Wolfe, Mr. Tim Klein, Ms. Kelly Decker, Ms. Amy Reis, Ms. Rachel Hetzel			
Minutes			
Call to Order at 2:00 by Ms. Emily Zimmerman.			
Previous Meeting Minutes Ms. Zimmerman	Previous month’s meeting minutes and open action items n/a		
Financial Reports			
<ul style="list-style-type: none">Treasurer’s Reports:<ul style="list-style-type: none">General Fund- Began with 7.7M: Ended with 8.49MCapital Reserve<ul style="list-style-type: none">2018 – Began with 471.8K, ending with 309K2001 began with 942K and ended with 338K. Mr. Gearhart was pleased to see the interest. Is the balance the disbursements? Mr. Harris – The balance encumbrances, the projects that have not started yet but are in process, are figured out of the balance so the board can see. Ms. Zimmerman – Jason, and Team, it is awesome to see all this information. Mr. Harris – Ms. Decker works very hard; she sees anything, she fixes it.Bill Payment: Summary Bill List<ul style="list-style-type: none">2.053M in total payments. 1.5M from GF, 56K from Cafeteria, 469.5K from Health Insurance, 279.00 from UC, and 27.99K from Activity Accounts (Production Accounts)Production Account:<ul style="list-style-type: none">BT – Began with 59,689.00 ending 63,872.00, a couple of payments still outstanding. Waiting to clear.MJ – Began with 64,650.00 ending 65,452.00 a couple payments still outstandingWS – Began with 117,344.00 ending 117,081.00Ms. Zimmerman – Are the production funds used for instructors' purchases? Mr. Harris - It is complicated, but this is coded for student's activity funds. Ms. Zimmerman – What is the goal date for spending them down? Mr. Harris – Correct if I am wrong, but we want them spent down by June. Ms. Zimmerman – What is the plan to spend them down? Mr. Harris – We must bequeath it down to different classes by law. Historically, here, those balances are carried over from year to year. We are working with Mr. Wolfe and his team to get them spent properly. Mr. Wolfe – We have a couple of programs with a large balance to spend. We have a tiered plan to have them down to 7k this year and under 3k next year. A couple of programs have used this to save for large purchases in the past. We are working with instructors to understand and utilize these funds. Mr. Gearhart – Can we use it in other places? Mr. Harris – It will need to be used for direct classroom costs or directly related to student activities. Mr. Wolfe – For example, cordless hand tools or HVAC units to utilize these funds.Internal Service Fund Reports- Health, Unemployment<ul style="list-style-type: none">Health Insurance began with 2.29M as of 7/1, ending at 1.69MUnemployment \$279.00 for the month, Began with 70k as of 7/1, ending 63.5K			



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- [Cafeteria Report](#)
 - Began month with around 598K, ending with 623k. Mr. Gearhart – Why such a big balance? Mr. Harris – I could venture a guess that we are still on the heels of collecting funds from the state from when the meals are free. Ms. Decker – We will also need to spend this down. Mr. Gearhart – What should this balance be? Ms. Decker – 300 at least. Mr. Harris – There is a formula. It should be no more than 20% of the balance of the overall revenues. Mr. Gearhart – Is this an interest account? Mr. Harris – There is interest in it.

Permission to Purchase/Bid/RFP, Award Bids/RFPs

- [Permission to Purchase:](#)
 - 2 requests from technology – The 1st is that we received an E-rate of \$171K from Capital last school year. The hope was to backfill the GF. The auditor stated that the money needs to go back to Capital. Mr. Gearhart – Even though it is for students. Ms. Hetzel - this is for the network overhaul (switches, access points, and complete overhaul). Mr. Harris – this needs to go back into Capital. There is an informational line that will be the source of most of the E-rate funding.
 - Verkada Monitoring Update – Ms. Hetzel - We pilot this at all three schools. We currently use School Gate Guardian for \$20K for one year. Verkada is \$20K for 10 years. If anything happens, you only refresh a \$400 iPad versus 5k hardware with touch screens and scanners. Manheim Central is jumping all in cameras, doors, and computers. We are working on being proactive.
 - Summer projects – These have already been awarded. These are either waiting for PO. Mr. Gearhart – Will we be voting on the PO's? Mr. Harris - Yes, the total is 490K
 - Amendment to ATI – For the PN program – Mr. Wolfe – This is the track to testing services used for the nursing program and also the tracking service to evaluate students coming into the program and the end of the program test they must take.
- Permission to Award Bids
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- Permission to Bid:
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Seeking Approval

- [Contracts](#)
 -
- [Broker of Record](#)
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- [2024-2025 Budget Resolution](#); [Vote Tally](#)
 - Hempfield will be sending in their tally. They had a stipulation that will be noted to the board about the PSERS calculation. We communicated that it will be reflected in the final reconciliation. Ms. Zimmerman – Was there any feedback on why Elizabethtown voted it down? Mr. Harris – We have not had any input – Mr. Wolfe– I only heard 2nd or 3rd hand conversation. We can follow up on that later.

Informational Items

- W2 Reporting
 - Mr. Harris – Operational challenge to report our W2. Right now, we have 1 level of access. We are waiting to get a letter, and then we will be able to upload our W2s. We have issued our W2s to all our employees so they can file. It is related to transition.
- [Technology Infrastructure 5-year budget with estimates](#)
 - 3 in red are more immediate – the rest will be later as needed. 23-24 are looking to spend 79K; the rest is spread out over the next few years. The PA system does require some updates for the future to make it cleaner. Campuses are sharing the internet. Each building must have an internet connection. Most schools have one connection that feeds all schools. We are looking to break that and have our own connection.



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This will be cheaper and safer from hackers, lead to phone upgrades, and our PAs are just about there. Thinking forward. Upgrade with the least amount of heartache. Mr. Gearhart – Is there something in there about better hookups for meetings? Ms. Hetzel– Yes, I need to get in there with a better laptop. With the purchase of the laptops. Having a couple of extra boardrooms to be used only when needed is more cost-effective. Mr. Gearhart– Can you get your internet, Starling? Ms. Hetzel – No, we cannot connect with that.

- [Rotary Park MOU](#)
 - Mr. Harris – It is ready to go and has been reviewed by everyone. Once approved, it will have the subsequent signing.

Ms. Zimmerman – We would like to thank the entire team, and the board recognizes all the hard work. The board sees you, hears you, and looks forward to finding the best fit for the entire department to move forward.

Mr. Wolfe – Many of the things discussed in Ms. Hetzel’s plan can be covered with funds from the Safety Grants. Hopefully, we will not rely on our GF. Ms. Hetzel – We have purposely applied for grants to help us fall into any pilot grant.

Approve Finance Committee Report – Vote

Adjourned at 2:39 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, March 28, 2024