

## Finance Committee Minutes

Meeting Information				
Meeting Date/Time:	Wednesday, August 21, 2024 2:00 PM EDT	Location:		Virtually- Zoom
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				
Mr. Andrew Welk, Ms. Emily Zimmerman, Mr. Chip Gearhart, Dr. Stuart Savin, Mr. Tom Wolfe, Mr. Tim Klein, Ms. Kelly Decker, Ms. Amy Reis				
Minutes				
Call to Order at 2:03 by Ms. Emily Zimmerman.				
Previous Meeting Minutes Ms. Zimmerman	Previous month’s meeting minutes and open action items			
Financial Reports				
<ul style="list-style-type: none"><li>Treasurer’s Reports:<ul style="list-style-type: none"><li><a href="#">General Fund - June</a> Began 6.635M; Ended 9.34M</li><li><a href="#">General Fund - July</a> Began 9.34M; Ended 8.436M</li><li><a href="#">Cafeteria Fund - June</a> Began 692,9K; Ended 715.8K</li><li><a href="#">Cafeteria Fund - July</a> Began 715.8K; Ended 720.5K<ul style="list-style-type: none"><li>Ms. Zimmerman, Are we concerned about the funds in the cafeteria accounts? Ms. Decker, yes, we purchased equipment that the cafeteria will reimburse, bringing this fund down.</li></ul></li><li><a href="#">Capital Reserve 2001 - June</a> Began 962.8K; Ended 966.9K</li><li><a href="#">Capital Reserve 2001 - July</a> Began 966.9K; Ended 586.1K</li><li><a href="#">Capital Reserve 2018 - June</a> Began 565.7K; Ended 522.5K</li><li><a href="#">Capital Reserve 2018 - July</a> Began 522.5K; Ended 468.4K</li><li><a href="#">Production &amp; Activity Accounts - June</a><ul style="list-style-type: none"><li>BT Campus - Began 53.9K; Ended 50.2K</li><li>MJ Campus - Began 72.9K; Ended 69.4K</li><li>WS Campus - Began 110.9K; Ended 91.3K</li></ul></li><li><a href="#">Production &amp; Activity Accounts - July</a> - All production accounts were moved to Fulton Bank, which caused large withdrawals from each account.<ul style="list-style-type: none"><li>BT Campus - Began 51.6K; Ended 2.1K</li><li>MJ Campus - Began 69.9K; Ended 1.8K</li><li>WS Campus - Began 104.2K; Ended -5456.04. after the money was transferred - 1.3K</li></ul></li><li><a href="#">Bill Payment Summary</a> June total paid: \$2.5M and July total paid \$2.975M</li></ul></li></ul>				



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- This will be signed by Dr. Savin and JOC member

- [General Fund Bill Payment Listing - June](#) -
  - GF - 1.060M; Activity 1.4K; Cafeteria 39.4K; Internal Service 282.4K; Total 1.384M
- [General Fund Bill Payment Listing - July](#)
  - GF - 1.056M; Cafeteria 69.6K; Total 1.125M
- 2001 Capital Bill Payment Listing - June - NO PAYMENTS TO LIST
- [2001 Capital Bill Payment Listing - July](#) - Paid 384.9K
- [2018 Capital Bill Payment Listing - June](#) - Paid 24.5K
- [2018 Capital Bill Payment Listing - July](#) - Paid 56.4K
- June Internal Service Fund Report -
  - [Health](#) - Revenue 2.850M; Spent 3.325M - Begin 2.293M; Ended 1.818M
  - [Unemployment](#) - Begin 70K; Ended 64.7K
- July Internal Service Fund Report -
  - [Health](#) Rev 250K; Expenses 104.8K; Ending Balance 1.963M
  - [Unemployment](#) - Began and Ended at 64.7K

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

- [Permission to Purchase](#)
  - Review list.
- [Permission to Bid:](#)
  - Review list

### Seeking Approval

- [LCCTC Fly on the Run Alcohol Exemption Letter 8-12-24](#)
  - Dr. Savin - Annual request from the Foundation to serve alcohol and use the facility in the spring.
- Signature Authority adding Mr. Thomas Wolfe as a signatory for the LCCTC
- [2024-25 Bond Payment Schedule](#)
  - Dr. Savin - We already started the yearly payments. This is the expected breakdown by districts
- [2024-25 Transportation Schedule](#)
  - Reviewed schedule
- [2024-25 Bus Driver List](#)
  - Reviewed List
- [Aetna Stop Loss 2024](#)
  - Dr. Savin - This is an annual stop/loss for insurance.
- [Aetna Stop Loss 2024 Signed](#)
  - These are the details behind the Stop/Loss Agreement.
- [Physician of Record](#)
  - Dr. Savin - The annual PN program and standing orders agreement includes a \$4000 payment.
- [Standing Orders](#)
  - Continuation of the Physicians Agreement
- [SOS Rate increase for 2024-2025](#)
  - These are the proposed rates. With pay increases
- [PASBO interim business manager services](#)
  - Dr. Savin - will be linked later. We just received it. We will be contracting a York Business Manager to work with our new Business Manager.



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- [Enel Agreement](#); [Enel Payment Detail Report](#)
  - Dr. Savin, this agreement has not been renewed since Barb Seddon was here. It is of no cost to use but will benefit us if there is a surge of power. They will contact us and instruct us on what to unplug to keep us going.
- [23-24 Donations](#)
  - Reviewed list of donations
- [Mount Joy 2024-25 Snow Removal Rates](#)
  - Proposed new snow removal rates. Mr. Klein, I am sure there will be a slight increase. They normally don't ask for increases, but this is year 3.
  - Mr. Gearhart - How do they bill us? Mr. Klein, they normally invoice
- SL Technology Agreement 2024-2025 - [eSchool Data](#) & [MIM Support](#)
  - Reviewed agreements

A Motion is recommended to approve and authorize participation in and accept the current and subsequent bids and awards of the joint purchasing programs for the fiscal year ending June 30, 2024: IU13 Cooperative Purchasing Group, CoStars, Keystone Purchasing Network (KPN), PEPPM (Technology Purchasing), and US Communities.

- PEPPM: [PEPPM -](#)
- Keystone Purchasing Network: <https://www.thekpn.org/>
- COSTARS: <https://www.dgs.pa.gov/COSTARS/Pages/default.aspx#>
- US Communities: <https://www.omniapartners.com/publicsector/who-we-serve/local-government>

Approve Finance Committee Report – Vote

### **Informational Items**

- [LCCTC Facilities Use Application FOTR 25](#)
  - Fly on the Run form
- [RPS 24-25 Coverage](#)
  - Reviewed the additional coverage for the owners of the Lions Club
- [RPA Invoice 7-24-24](#)
- [2024 Stormwater Sewer Mount Joy](#)
  - Amended - realized we missed details. We sent out a revised, extended time.
- [Pool Surcharge 2023-24](#)
  - Vote among the schools about the surcharge increase. Ours was a \$21.265.75 increase.
- [22/23 Audit](#)
  - The state acknowledges we are Okay with our audit.
- [LFS Cooperative Agreement](#)
- [Produce Procurement](#)
- [Milk Procurement](#)
  - Reviewed letter to participate in the program
- [LFS Funding Attestation](#)



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- Reviewed National Lunch claims and how we have to comply.

### Facility Use Application

[Bright Horizons 8/24/24](#) - Facilities use application for the parking lot. Dr. Savin, we don't have a rate listed for the parking lot, which we should address in the future.

Adjourned at 2:38 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, September 25, 2024