

Meeting Information			
Meeting Date/Time:	Wednesday, August 27, 2025 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			
Ms. Emily Zimmerman, Mr. Chip Gearhart, Dr. Terrance Henderson Mr. Jeremy Wiker, Ms. Kelly Decker, Mr. Mike Moeller, Mr. Tim Klein, Ms. Rachel Hetzel, Mr. Michael Katch, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Ms. Emily Zimmerman.			
Previous Meeting Minutes Ms. Zimmerman	Previous month's meeting minutes and open action items		
<p>Financial Reports</p> <ul style="list-style-type: none"> ● Treasurer's Reports: <ul style="list-style-type: none"> ○ General Fund - June - Began with \$9.248M; Ended \$6.202M ○ General Fund - July - Began with \$7.568M; Ended \$1.697M ○ Money Market Account - July - Opened an acct \$5M; Ended \$5.002M <ul style="list-style-type: none"> ■ Ms. Zimmerman - With the Money Market is there a penalty for early withdrawal. Mr. Wiker - No penalties. We have already taken money out. This is a government money market. ○ Cafeteria Fund - June - Began with \$825.3K; Ended with \$201K ○ Cafeteria Fund - July - Began with \$201.0K; Ended \$201.6K ○ Capital Reserve 2001 - June -Began with \$470.1K; Ended \$1.443M ○ Capital Reserve 2001 - July - Began with \$471.7; Ended \$1.263M ○ Capital Reserve 2018 - June - Began with \$191.4K; Ended \$1.889M ○ Capital Reserve 2018 - July - Began with \$1.889M; Ended #1.871M ○ Production & Activity Accounts - June <ul style="list-style-type: none"> ■ BT - Began with \$47,896.48; Ended \$51,112.57 ■ MJ - Began with \$85,295.84; Ended \$86,183.50 ■ WS - Began with \$82,074.08; Ended \$89,867.03 ○ Production & Activity Accounts - July <ul style="list-style-type: none"> ■ BT - Began with \$51,112.57; Ended \$49,888.59 ■ MJ - Began with \$86,183.50; Ended \$85,780.25 ■ WS - Began with \$89,867.03; Ended \$90,805.15 ○ Bill Payment: Summary ○ General Fund - Bill Payment List - June - TTL Payments \$4,669,498.01 ○ General Fund - Bill Payment List - July - TTL Payments \$2,381,401.76 ○ 2001 Capital - Bill Payment List - June - No June Payments ○ 2001 Capital - Bill Payment List - July - TTL Payments \$184,916.36 			

- 2018 Capital - Bill Payment List - June- **No June Payments**
- [2018 Capital - Bill Payment List July](#) - TTL Payments \$24,347.26
- Internal Service Fund Report - [Health, Unemployment](#) - June
 - Health - Rev \$239,545.90; Exp \$414,429.70; End of year Balance - \$1.271M
Ms. Zimmerman - Are we still comfortable on this balance? Mr. Wiker - Yes, we are monitoring the balance.
 - Unemployment - Rev \$2634.49; Exp \$279.00
- Internal Service Fund Report - [Health, Unemployment](#) - July
 - Health - Rev \$269,956.08; Exp \$193,707.71
 - Unemployment - Rev \$0.00; Exp \$823.30
- [13 Month Rolling Treasurer's Report Balances - June](#) - Mr. Wiker - This is a relatively new report. It is a quick reference of our 13 month spending.
- [13 Month Rolling Treasurer's Report Balances - July](#) - Mr. Wiker - July has a new line for the Money Market account.

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

- Permission to Purchase: [Heat Exchanger](#) - Mr. Klein - At MJ we have 2 hot water heaters. Both will need to be replaced. The warranties are running down so this is a relatively high cost to repair. They were both down at the beginning of last week. With the water quality at MJ the elements are getting corroded. Mr. Gearhart - Is it city water? Mr. Klein - It is MJ Township water.
- Permission to Award Bids/RFP: [Stormwater](#) - Mr. Wiker - We awarded the storm water project to CH & N. Ms. Zimmerman - How many houses is that stormwater for? Mr. Wiker - It is for 3. Mr. Klein - This will cover the 3 with the shared driveway. Ms. Zimmerman - Will we recoup this when selling the house. Mr. Wiker - We are unsure. We realize it is a high cost. Mr. Klein - It is basically building a full subdivision plan for 3 houses but that is how the plans were written. Mr. Wiker - We will need to revisit our house-building strategy once we have a permanent Administrative Director.

Seeking Approval

- Modify Mr. Katch's contracted days as of the first student day of the 2025-2026 school year to up to five days per week as needed.
 - Mr. Wiker - Collectively internally we agree with this modification with students back in the buildings.
- [2026-27 Budget Timeline](#)
 - Mr. Wiker—Proposed budget timeline. Everything is moved up a little bit from last year. Dr. Henderson—How does the fact that we don't have a budget in Harrisburg affect us? Mr. Wiker—It varies for each school. For example about 15% of our budget is from the state. Our cash flow will not be impacted a lot. Maybe some delays in grants. Districts might have some issues.
- [FrameWorks Contract and Scope of Work - CTE Teacher Apprenticeship .pdf](#)
 - Mr. Moeller—CTE Apprenticeship Grant for \$270K. Kim Patrick will work through the Workforce Board. She will help us get the apprenticeship up and running. We will have an apprenticeship program. The money will help support teachers and other programs. This is all grant-funded over the next two years. Mr. Gearhart—Is FrameWorks part of the grant money? Mr. Moeller—Yes, Kim is the consultant for the FrameWorks; it is built into the budget. Not to exceed \$75K consulting fees.
- [Mount Joy Snow Removal Contract](#)
 - Mr. Wiker - This is the 1st of the agreements for snow removal at the campuses.



Finance Committee Minutes

- 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, 2026: 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>

Informational Items

- [24/25 Campus Donations](#)
 - Ms. Decker - This is just a list of all donations CTC received at all campuses this year in one list to present to the JOC.
- Mr. Wiker – Wanted to make you aware of an issue with the calculation of Direct Payments from the sending schools. Mr. Keith Ramsey asked me to send a copy of the final direct payment file for 2025-26. He pointed out that the 2024-25 direct payments had changed from budget to final it had changed last year. Through an investigation I have found multiple errors in this process over the past 2 years. I finished the calculation today and have informed the internal leadership team, Dr. Peart, our auditors, and the Business Managers. We will work through what a viable solution is. The CTC nets to \$0.00 but some districts paid too much, others did not pay enough. Ms. Zimemerman - Looking forward to seeing what the solutions will be. Can we can spread out payments for districts that owe? Mr. Wiker – That is a good suggestion that has been mentioned internally. We will work with the Business Managers at the various districts to work through this quickly and hope to have as painless a solution as possible.

Adjourned at 2:32PM by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, September 24, 2025