

Meeting Information			
<b>Meeting Date/Time:</b>	Wednesday, September 25, 2024 <b>2:00 PM EDT</b>	<b>Location:</b>	Virtually- Zoom
<b>Meeting Called By:</b>	Ms. Emily Zimmerman	<b>Purpose of Meeting:</b>	Committee Meeting
<b>Chairman:</b>	Ms. Emily Zimmerman	<b>Recording Secretary:</b>	Ms. Amy Reis
<b>Purpose Statement:</b>	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 Mr. Tim Klein, Ms. Kelly Decker, Mr. Jeremy Wiker, Ms. Teresa Weaver, 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 n/a		
<b>Financial Reports</b>			
<ul style="list-style-type: none"> <li>● Treasurer's Reports:               <ul style="list-style-type: none"> <li>○ <a href="#">General Fund- August</a> <ul style="list-style-type: none"> <li>■ Began with \$8.436M and ended with \$6.868M</li> </ul> </li> <li>○ <a href="#">Cafeteria Fund - August</a> <ul style="list-style-type: none"> <li>■ Began with \$720.5K and ended with \$724.3K.</li> </ul> </li> <li>○ <a href="#">Capital Reserve 2001 - August</a> <ul style="list-style-type: none"> <li>■ Began with \$971.1K and ended with \$589K.</li> </ul> </li> <li>○ <a href="#">Capital Reserve 2018 - August</a> <ul style="list-style-type: none"> <li>■ Began with \$524.7K and ended with \$439.6K</li> </ul> </li> <li>○ <a href="#">Production &amp; Activity Accounts - August</a> <ul style="list-style-type: none"> <li>■ BT = (PNC) Began with \$50.8K and ended with \$2172.56;</li> <li>■ MJ = (NW Bank) Began with \$69.1K and ended with \$1633.71;</li> <li>■ WS = (PNC) Began with \$93.1K and ended with \$21.49;</li> </ul> </li> <li>○ <a href="#">Production &amp; Activity Accounts - August - Fulton Bank</a> <ul style="list-style-type: none"> <li>■ BT = (Fulton) Began and ended with \$48K</li> <li>■ MJ = (Fulton) Began with \$67K and ended with \$66.7K</li> <li>■ WS = (Fulton) Began with \$97K and ended with \$83.9K                   <ul style="list-style-type: none"> <li>● Mr. Gearhart, Will next month's money be all at Fulton? Ms. Decker, Correct. An account might be left open at the other banks for a few months until we spend the money down.</li> </ul> </li> </ul> </li> <li>○ Bill Payment: <a href="#">Listing</a>, <a href="#">Summary</a> <ul style="list-style-type: none"> <li>■ Total payments for August: \$2.492M GF.                   <ul style="list-style-type: none"> <li>● Mr. Gearhart, I have a question about paying Janie Nesmith or Convertus Software. Ms. Decker, I will look these up and email you after the meeting what they are and why we are paying them.</li> </ul> </li> </ul> </li> </ul> </li> <li>● <a href="#">Internal Service Fund Report - Health August</a></li> </ul>			

## Finance Committee Minutes

- Began with \$1.818M and ended with \$1.819M. Ms. Zimmerman, Is this the fund that we need to keep an eye on? Ms. Decker - We need to keep this account about this amount. We are in good standing as we are self-funded.
- [Internal Service Fund Report - Unemployment August](#)
  - Began with \$64.674K and ended with \$63.279K

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

- Permission to Purchase
- Permission to Award Bids/RFP
  - [Stormwater/Sewer Work - MJ](#)
    - 4 Bids - 1 had no sealed bid, so it wasn't considered. Hershey Excavating came in the lowest. We are recommending Hershey Excavating at this point. Mr. Gearhart - Is this part of the problem with the septic system? Mr. Wiker - Dr. Savin will talk with the JOC about this situation. Mr. Klein - We are paying to build the development without the student's help. Dr. Savin will talk to JOC about adding Heavy Equipment to the project. As for the sewers, the piping under the floors is deteriorating, and there is a 4-inch main from childcare to the center of the building, then down to the back of the building. Pipes keep getting bigger along the way. That system keeps clogging. We currently have a vendor coming out every so many days to unclog. We have asked a sonar company to come in and see if they can find the problem. Hopefully, pinpoint where the problem is. The quote is 18K to come in and dig up the problem area once we find it. Mr. Gearhart - Will you bring this up at the JOC meeting? Mr. Klein - Dr. Savin will bring it up. The building/plumbing is from 1968.
- Permission to Bid:

### Seeking Approval

- [Tech Items to be removed and discarded September 2024](#) - for JOC
- [ACS Sept2024 discard List](#) - for JOC
- [CSIU FIS & SIS](#)
- [2025-26 Budget Schedule](#)
  - Mr. Wiker - Dr. Savin, and I reviewed the budget timeline. This is the revised budget timeline. Most changes happened in the 1st few Lines as I was not here. Otherwise, we should be back on track with the previous year's budget timeline. We need committee approval. Ms. Zimmerman - Can you update us on whether you are falling behind or having issues meeting this timeline as you go forward? Mr. Wiker - Yes, there might need to be some modifications by the end of October. Ms. Zimmerman - The feedback from last year was related to the transition. Mr. Wiker - Agreed. Ms. Zimmerman - Members recommended a summary to put in front of the board. It will help to communicate our needs. Mr. Wiker - agreed. Do you want that info before or after the December meetings? Ms. Zimmerman - Somewhere in January before we take it back to the districts.

Adjourned at 2:27 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, October 23, 2024