LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Finance Committee Minutes

Meeting Information			
Meeting Date/Time:	Wednesday, September 23, 2026 **2:00 PM EDT**	**Location:**	Virtually- Zoom
Meeting Called By:	Mr. Andrew Welk	**Purpose of Meeting:**	Committee Meeting
Chairman:	Mr. Andrew Welk	**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, Mr. Jerry Steinman, Mr. Philip Eby
Mr. Jeremy Wiker, Ms. Rachel Hetzel, Mr. Tim Klein, Ms. Kelly Decker, Ms. Amy Reis

Minutes

Call to Order at 2:00 PM by Mr. Andrew Welk

Previous Meeting Minutes Mr. Welk	Previous month's meeting minutes and open action items None

Financial Reports

- Treasurer's Reports:
  - General Fund - August - Began $(62,892.15); Ended $123,888.36
  - Money Market Account - August - Began $7,233,280.02; Ended $6,300,402.19
  - Cafeteria Fund - August - Began $288,095.93; Ended $295,011.43
  - Capital Reserve 2001 - August - Began $1,654,634.03; Ended $1,659,574.90
  - Capital Reserve 2018 - August - Began $708,267.39; Ended $515,286.06
  - Production & Activity Accounts - August
    - Brownstown - Began $55,841.85; Ended $55,678.25
    - Mount Joy - Began $66,140.74; Ended $64,873.24
    - Willow Street - Began $79,925.71; Ended $76,292.50
  - Bill Payment: Summary Total $1,743,582.43
  - General Fund - Bill Payment List - August
  - 2001 Capital - Bill Payment List - August - No Payments to List
  - 2018 Capital - Bill Payment List - August
  - Internal Service Fund Report - Health - August - Rev $254,264.66; Exp $286,883.16; Bal $1,025,858.68
- Internal Service Fund Report - Unemployment - August - Rev $0.00; Exp $0.00; Bal $55,679.65
- 13 Month Rolling Treasurer's Report Balances - August - Mr. Steinman asks how the schools pay CTC. Mr. Wiker explained installments. It is front-loaded.
- Financial Comparison Report Mr. Wiker reviewed the comparison report. - No questions

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

- Permission to Purchase:
  - Replacement Canopy for Bright Horizons - Mr. Wiker explained that the existing canopy at Bright Horizons is falling apart and needs to be replaced.
  - Additional Awnings at Mount Joy – This will cover some areas that are currently open-air.

- BAS Controls - Brownstown - Mr. Klein explained that this is to upgrade the building automation system for the HVAC. In front of the building, the heat is not working and colder weather is quickly approaching. While this is an expensive project, the current system is obsolete. We can salvage some of the parts to extend the life of the systems at Mount Joy and Willow Street. Eventually, all campuses need to be updated. Brownstown is having the most issues. Mr. Steinman, is Trane the only vendor able to do this project? Mr. Klein explained that Trane is the current vendor that handles all the HVAC systems. We currently have one vendor for all three buildings. If we outsource, it could cause issues with repairs and allow finger-pointing. Mr. Klein described the process. Mr. Steinman, do you typically ask them for a breakdown of the quote? Mr. Klein, we could do so. We typically do not with OMNIA-approved vendors since they are supposed to charge us preferred pricing. Ms. Hetzel explained that it looks like we are getting one large module, plus fifteen smaller modules, plus installation and programming. Mr. Wiker, we will ask them for a more detailed quote. Mr. Eby - Where is the money to pay for this coming from? Mr. Klein, the General Fund Equipment budget.

Seeking Approval

- Snow Removal - Mount Joy - Mr. Wiker - Standard snow removal for MJ with a slight increase
- United Concordia Dental Insurance Proposal - Analysis - Mr. Wiker - we will be losing Luminare as of January 1 because, to continue, we need to use Luminare Health to obtain their dental. Aetna and United Concordia gave us quotes. In our research, United Concordia guaranteed three years of service and its coverage area is better. Over 80% of our staff can keep the same dentist.
- 2027-28 Budget Timeline: Mr. Wiker - Explained the calendar for the budget. Mr. Steinman, any predictions? Mr. Wiker - State vocational education subsidies increased by $400K, and we are aiming to stay below 4% if possible.
- Items to be Disposed - Mr. Wiker discussed the items to be disposed of for the auction.
- Egrant Signature Resolution - Mr. Wiker – This is to add Dr. Long as an Egrant electronic signatory.

Approve Finance Committee Report – Vote

Informational Items

- IU Rental Agreement - Meetings - Mr. Wiker - Leadership Team meetings held at the IU building
- IU Community-Based Training Experience Program - Mr. Wiker - This is our yearly agreement for students to come out to work in our cafeteria
- Mount Joy Facilities Use Request - Mr. Wiker - AUI did a training using our facility
- Brownstown Facilities Use Request Mr. Wiker - Hoover Excavating used parking lot for an event
- Brownstown Facilities Use Request for meeting - Mr. Wiker – West Earl Township Police used our facility for a meeting
- DC Gohn Lot #2 Stake Out - Mr. Wiker – To stake out Lot #2 in preparation for construction
- Inspira Renewal - Mr. Wiker - Renewal for our HSA administration, reviewed by Ms. Schuler
- E-Rate Changes Being Considered, Mr. Wiker - The Federal E-Rate program is designed to help schools with technology costs. There is discussion about changing the program and there is some trepidation that funding might be lowered. Ms. Hetzel - E-rate has been around for about 30 years. It was created to keep the school up to date with technology. The internet has evolved and E-rate is now evolving with the market. In my opinion E-rate will not go away: they are adding firewall, cyber security, and other things that can be funded. LCCTC gets approximately 80% discount when purchasing through E-rate.

	Adjourned at 2:29 PM by Mr. Welk

Next regularly scheduled meeting: Wednesday, October 21, 2026