



**MINUTES
FINANCE COMMITTEE**

**Wednesday, December 4, 2019 at 6:00 P.M.
Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028**

Committee Members: Jennifer Jeffries & Barbara Mroz
Executive Director: Rachel Mason
Administrative Assistant: Linda Bannerman
Accountant: Susan Woodward; Bookkeeper: Wendy Lyon

1. Call to Order/Roll Call

Committee Chair Jennifer Jeffries called the meeting to order at 6:00 p.m.
Attendees included Directors Jennifer Jeffries, Kate Schwartz-Frates and Howard Salmon.
Others in attendance included Rachel Mason, Linda Bannerman, Susan Woodward and Wendy Lyon.

2. Public Comments

None

3. Review of Financial Statements for October 2019

- 1) Balance Sheet Comparison of October to September
- 2) Income Statement for the Month Ended October 30, 2019 & Fiscal Year to Date
- 3) Profit & Loss Actual vs Budget – July 2019 to October 2019
- 4) Profit & Loss Approved Annual Budget Overview July 2019 – June 2020
- 5) Local Agency Investment Fund (LAIF) Statement – October
- 6) CalTrust Statement – October
- 7) Property Tax Revenue – Fiscal Year to Date
- 8) Check Detail as of October
- 9) Med+ Urgent Care Utilization Report

The above listed reports were reviewed and discussed. (See attached)

4. Discussion Items

a. Review of Draft Annual Audit

Chair Jeffries reviewed the annual audit. She reported that the auditors noted they experienced no difficulties in obtaining information from the District. She commended the staff who worked closely with the auditors to achieve an audit with no exceptions. There will be a confirmation requested from the auditors that bullet points on pages 2 & 3 of the Management Report are not recommendations per se; the auditors include generic

examples of types of appropriate financial controls as a reference point for board and management.

Recommendation: Committee Chair Jeffries recommended the full audit be provided to the entire board for perusal and that the audit be approved as presented at the next regular meeting.

b. Consideration of Receptionist Position

Executive Director (ED) Rachel Mason said as the District moves forward with additional activities, both here and at the E. Mission property, along with a pilot Lyft program, she has identified the need for a receptionist to assist with these programs. Discussion ensued. This will be discussed further at the January Finance Committee meeting.

c. Consideration of Cybergrants as Vendor for Processing Community Health Contract Grant Applications and Impact Reports

ED Rachel Mason explained that Cybergrants is a web-based grant portal. It would allow the District to move away from the paper applications and will allow grantees to submit online and upload all documents. Lastly, it allows the District to aggregate the data. Chair Jennifer Jeffries said time is of the essence since it would begin in January. Discussion ensued.

Recommendation: The Finance Committee recommended the full board approve, at its regular meeting in December, contracting with Cybergrants for Community Health Contracting.

d. Consideration of Using ADP Payroll System

After a meeting with CPA Susan Woodward and Bookkeeper Wendy Lyon, Rachel Mason said contracting with the ADP payroll system would provide payroll with automated services that would benefit the District. She said she would normally make this decision herself but brought this item to the Finance Committee since it had not been budgeted. Discussion ensued. Chair Jeffries said she agreed that this decision would fall under the purview of the Executive Director.

Recommendation: The Finance Committee authorized the Executive Director to move forward in contracting with ADP for payroll services.

5. Adjournment

There being no further business, the meeting was adjourned at 6:41 p.m.



Jennifer Jeffries, Committee Chair



Board Secretary/Clerk