



MINUTES

FINANCE COMMITTEE OF THE WHOLE

NEW LOCATION AND TIME

Wednesday, January 2, 2019 at 5:30 P.M.

Board Conference Room, 138 S. Brandon Rd., Fallbrook CA 92028

Committee Members Present: Jennifer Jeffries, Chair; Kate Schwartz-Frates, Barbara Mroz and Howard Salmon

Staff Members Present: Administrative Assistant Linda Bannerman.

Consultants: accountant Kathy Bogle, bookkeeper Wendy Lyon and property manager Roy Moosa
Legal Counsel joined by teleconference.

1. Call to Order/Roll Call

Chair Jennifer Jeffries called the meeting to order at 5:30 p.m. She noted that guests were in attendance for a presentation and moved Agenda Item 4-1 to be considered first as a courtesy.

2. Public Comments

None

3. Review of Financial Statements for November 2018

- 1) Balance Sheet Comparison of November 2018 to October 2018
- 2) Income Statement for the Month Ended November 30, 2018 & Fiscal Year to Date
- 3) Profit & Loss Actual vs Budget – July 2018 through November 2018
- 4) Profit & Loss Budget Overview July 2018 through June 2019
- 5) Local Agency Investment Fund (LAIF) Statement – November 2018
- 6) CalTRUST Statement – November 2018
- 7) Property Tax Revenue – Fiscal Year to Date
- 8) Check Detail Report – November 2018
- 9) Checkbook Report – November 2018

Chair Jeffries made some comments highlighting the items of interest on the above finance statements. She said the property tax revenue was not up to that which had been projected, however there is another six months of revenue to receive. Regarding the Cal Trust Account, the District is losing money and there is ongoing conversation regarding the possibility of seeking another investment vehicle. Regarding urgent care services, the current provider needs an extension. The overage in legal expenses is largely due to the 2020 elections and the move from at-large to zone-based elections. The Mission Road property is over budget and likely will continue to be with this new initiative. Progress is

being made on the Community Health Contracts with distributions being timely. The LAIF account remains solid.

4. Discussion Items

1) Review bank services/interviews

Representatives Bobbi Ballway, Sr. V.P. and Gerald Alcantara, Sr. Financial Services Representative from Pacific Western Bank were in attendance to present and answer questions. Ms. Ballway provided a brief history saying she has been with the bank for 16 years, back to when it was Fallbrook National Bank. While Pacific Western is a bank with \$26 Billion in assets, it focuses on the local community. Mr. Alcantara said though a growing bank, the local branches are most important. He said he will be our main contact locally. Director Jeffries said the combination of a big bank with local focus and services is impressive. Discussion ensued. It was noted that Pacific Western Bank had responded to our RFP for banking services.

2) Update regarding roof repairs for the Alvarado Street and Brandon Road and Wellness Center properties – Roy Moosa, Property Manager

Mr. Moosa asked for some direction on protocol moving forward with repairs. Roof repair bids best practice is to obtain multiple bids at prevailing wage (DIR # required). Bids should be summarized for the Board to take formal action. If action is required immediately the full board can ratify the action.

Regarding priorities, which buildings have priority? The Urgent Care building has priority, then the District Office, and last the Wellness Center.

3) Update designation of individuals authorized to deposit or withdraw funds in LAIF account

Discussion ensued regarding individuals authorized to deposit or withdraw funds in LAIF. President and Treasurer were designated. The Operating Account will continue with the President, Vice-President and Treasurer. These will be recommendations from the Finance Committee to the Board for action. A new credit card for the District will be needed and the AMEX card canceled.

4) Facilities maintenance requirements

This will be discussed at the Facilities Committee later this week.

5) Review lease with MedPlus Urgent Care

A lease with MedPlus Urgent Care is needed. Discussion ensued. A more detailed report will be needed from them including diagnoses. It was agreed to recommend to the Board to extend the agreement through March of 2019.

6) Consideration of Automatic Data Processing, Inc. (ADP) for payroll and human resources

Kathy Bogle said there is no reason to engage ADP. Wendy had been instructed to contact ADP. Further discussion ensued. This will be considered at a future meeting.

5. Closed Session

- 1) CONFERENCE WITH LEGAL COUNSEL RE: POTENTIAL LITIGATION PER GOVT CODE 54956.9(d)(2) - one case.

6. Return to Open Session

Closed Session had taken place earlier in the meeting as legal counsel had another commitment.

7. Adjournment

There being no further business, the meeting was adjourned at 6:51 p.m.


Jennifer Jeffries, Committee Chairperson