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## **Finance Committee**

### **AGENDA**

Wednesday February 17<sup>th</sup>, 2016 – 9 AM– CLSD Headquarters

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. FY 15 Audit up-date
5. Ground Emergency Medical Transport – post audit update
6. Wittman data (if month end data available on time)
7. Expenses
8. Preliminary discussion FY17 budget
9. January ambulance run data
10. Other Issues:
11. Next FC Meetings – Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
  - a. March 16<sup>th</sup>
  - b. April 20<sup>th</sup>
  - c. May 18<sup>th</sup>
12. Adjournment



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## **Finance Committee**

### **Minutes of the Meeting Jan 20<sup>th</sup>, 2016 – Bill Platt Training Center**

1. **Call to Order.** The meeting was called to order at 9:04 AM by Treasurer Geoff Beaty. Directors present: Geoff Beaty, Rich Hughes, and Naomi Schwartz. Also in attendance Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, and RCMS Treasurer Don Kemp.
2. **Agenda Approval.** Director Schwartz moved to adopt the agenda as distributed and seconded by Director Hughes, all ayes.
3. **Meeting Minutes Approval.** Director Hughes moved to approve the Dec 10th, 2015 FC meeting minutes as written and seconded by Director Schwartz. All ayes.
4. **Audit de-brief:** The site-visit with Craig Collins Accountancy went as planned January 11 – 15<sup>th</sup>. Craig will email questions and any further needed clarification/documentation as needed.
5. **Wittman month-end data review:** Initial six months of the current FY16 reviewed and discussed formats of reporting for presentation at the monthly BOD meetings
6. **Q1 and Q2 status FY 16:** P&L Actual v. Budget reviewed. First installment Parcel Tax revenues have been received (NOTE: are disproportionate to total received for year as ~60% are paid in Dec, ~40% in April/May with a final Mendocino Special Tax received at the end of the year. Final ambulance revenue at the end of Q1 and Q2 is dependent upon audit finalization related to the large initial batch of revenue through Wittman.
7. **December ambulance run data:** November (revised/corrected upward) and December discussed. Transports Dec FY 16 up slightly from FY 15.
8. **Other Issues:**
  - a. Discussion: Don Kemp (RCMS representative on the FC) was determined to have a vote on matters determined by the FC.
  - b. Discussion led to Director Beaty will investigate best investment options (e.g. Money Market) to move some of the cash on hand to accrue maximum interest.
9. **Next FC meeting scheduled at 9:00 a.m. – CLSD Headquarters**
  - a. **March 16<sup>th</sup>**
  - b. **April 20<sup>th</sup>**
  - c. **May 18<sup>th</sup>**
10. **Adjournment.** Director Schwartz moved for adjournment, Director Hughes seconded, all ayes. The meeting was adjourned at 10:30 AM.

Approved:

Geoff Beaty, Treasurer