**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM. INC.**

**MEETING NOTES**

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| **Committee: Budget and Finance** | | **Date: March 20, 2018** |
| **Board Members Attending: Robin Andrews, Jim Campion, Ken Stall, Chelly Hegan**  **Board Members Absent: PJ Keeler** | | **Guests: None** |
| **Staff Members Attending: Claire Parde and John Ray** |
| **TOPIC** | **SUMMARY OF TOPIC DISCUSSED** | |
| Action Items: Approvals to Purchase and Disposition Vehicles | Claire advised the Committee that the State “mini-bid” process was used to solicit bids for a mid-sized four-door sedan for the transportation program. After reviewing the options, the Transportation Program Manager recommends the purchase of a 2018 Ford Taurus SE from Genesee Valley Ford LLC for a price of $21,893.75. **Chelly Hegan made a motion to approve the vehicle purchase, Jim Campion seconded the motion, and it was unanimously approved.**  Claire advised the Committee that the new vehicle would replace our 2010 Ford Focus, which we propose to sell through Auctions International. **Jim Campion made a motion to approve the vehicle sale, Chelly Hegan seconded the motion, and it was unanimously approved.** | |
| Audit Update: Management Letter Point | Claire noted that the auditors will be making a Management Letter Point (MLP) regarding the 2017 purchase of two vehicles, each in excess of $10,000, without explicit Committee approval in the form of an action (current fiscal policy requires Committee approval on all disbursements in excess of $10,000). Claire advised the Committee that she had discussed the MLP with Robin Andrews, Treasurer and Committee Chair, who agreed that the Committee had been advised of the purchases at the time. Claire shared a draft of Management’s response to the point, which the group agreed would be as follows: “Management acknowledges that while the members of the Budget and Finance Committee were advised about the need to purchase two vehicles, there is no record of action(s) taken by the Committee to approve these purchases.” | |
| Review of Fiscal Policies | The MLP prompted a review of the fiscal policy regarding disbursements. The Committee discussed qualifying the statement requiring approval for any expense in excess of $10,000 to exclude regular and routine payments. A similar modification was suggested regarding the policy’s provision requiring two signatures on all expenses in excess of $5,000. Ultimately, the Committee decided to conduct a comprehensive review of all the fiscal policies. They asked John and Claire to review the policies and offer their recommendations for changes at the next meeting. | |
| Highlights from the Financial Reports | The Committee inspected the Organization’s Financial Reports, including the Accounts Receivable Aging Summary, the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) for the agency and transportation program, respectively, and the Statement of Revenues, Supports and Expenses, all of which are current to February 28, 2018. John Ray offered his “Fiscal Highlights” (see attached). | |
| Review of the Investment Advisor | The Committee briefly reviewed the exchange with Tim Bartholomew, Investment Advisor with the Bank of Greene County, regarding the alignment of our current portfolio with the agency’s investment policy. The Committee agreed to pursue identifying a new fiscal manager. Both Ken and Chelly work with advisors with whom they are very satisfied. Claire will contact both members to obtain contact information for their advisors. She will also consult the Minority and Women-Owned Business Registry to select one or more registrants for consideration. Claire will initiate outreach, and engage Committee members on an as-needed basis thereafter (i.e. for in-person interviews, review of references from similarly-sized accounts, etc.). | |
| Next mtng | The next meeting is **May 15th** **at 3:00 p.m.** | |

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| **Finance & Budget Committee Meeting** | | | | | | | | | | | | | | | | | |
| **Fiscal Highlights** | | | | | | | | | | | | | | | | | |
| **Tuesday, March 20, 2018** | | | | | | | | | | | | | | | | | |
| Statement of Financial Position | | | | | | | | | | | | | | | | | |
|  **Cash** - Cash balance in the operating checking account started the year off with $283K and ended with $336K at February 28, 2018. Low balance on January 8th was $263K & the high balance on January 31st was $337K. Average daily balance for the 2017 & 2018 years were $323K and $302K, respectively. | | | | | | | | | | | | | | | | | |
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|  **Grant Receivables -**  As of February 28, 2018 our Grant Receivable is $290K. Expectation is that we will collect on all receivables. The average collection period for 2017 was 70 days. Summary of Grants Receivable at February 28, 2018 is as follows: | | | | | | | | | | | | | | | | | |
|  | |  | | |  | Amount $ | |  | | |  | | | |  | | |
|  | |  | | Rural Health Network Program | | | | 79,202 | | |  | |  | |  | | |
|  | |  | | Navigator Health Exchange Program | | | | | | 57,189 |  | |  | |  | | |
|  | |  | | Tobacco-Free Program | | | | 46,792 | | |  | |  | |  | | |
|  | |  | | Cancer Services Program | | | | 29,180 | | |  | |  | |  | | |
|  | |  | | Transportation-Medicaid | | | | 17,788 | | |  | |  | |  | | |
|  | |  | | Other Columbia County Programs | | | | 55,954 | | |  | |  | |  | | |
|  | |  | | Greene County DSS | | | | 3,933 | | |  | |  | |  | | |
|  | | Total Grant Receivables | | |  | $290,038 | |  | | |  | | | |  |
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|  **Investment - Infinex Financial-Securities** - As of February 28, 2018, investment account value of six mutual funds is $164,747. Initial investment during March 2016 was $152,036 or $25.3K per mutual fund | | | | | | | | | | | | | | | |
|  | | **Fund** | | **Beginning Balance** | **Income** | **Transfer** | | **Unrealized Gains** | | | **Ending Balance** | | **Percent Total Assets** | | |
|  | |  | | $ (0) |  | $ (20) | |  | | | $ (20) | |  | | |
|  | | FCISX | | $ 28,579 | $257 | $ 12,500 | | $ (1,234) | | | $ 40,106 | | 24% | | |
|  | | FRUGX | | $ 24,970 | $ 31 | $(10,000) | | $ (335) | | | $ 14,670 | | 9% | | |
|  | | FRGSX | | $ 32,561 | $ - | $ 14,000 | | $1,166 | | | $47,733 | | 29% | | |
|  | | FCSCX | | $ 25,066 | $ 71 | $ (4,000) | | $ (58) | | | $21,080 | | 13% | | |
|  | | FSGCX | | $ 26,568 | $ 58 | $ (5,000) | | $ (317) | | | $21,312 | | 13% | | |
|  | | TEGBX | | $ 27,193 | $ 83 | $ (7,500) | | $ 87 | | | $19,865 | | 12% | | |
|  | | **Totals** | | **$164,938** | **$ 500** | **0** | | **$ (691)** | | | **$ 164,747** | |  | | |
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|  | | **TEGBX**-Templeton Global Bond Fund Class C - Strategy: The Fund seeks current income with capital appreciation and growth of income by investing at least 80% of its net assets in "bonds." In addition, the Fund's assets will be invested in issuers located in at least three countries including the U.S. | | | | | | | | | | |  | | |
|  | | **FSGCX**-Franklin Templeton Strategic Income Fund Class C - Strategy: The Fund seeks to earn a high level of current income. Its secondary goal is capital appreciation over the long term. The Fund invests at least 65% of its assets in U.S. and foreign debt securities. | | | | | | | | | | |  | | |
|  | | **FCSCX**-Franklin Adjustable US Government Securities Fund Class C- Strategy: The Fund seeks a high level of current income while providing lower volatility of principal than a fund that invests in fixed-rate securities. The Fund invests at least 80% of its net assets in adjustable-rate U.S. government mortgage securities. | | | | | | | | | | |  | | |
|  | | **FRGSX**-Franklin Growth Series Class C- Strategy: The Fund seeks capital appreciation. The Fund primarily invests in equity securities that are leaders in their industries. | | | | | | | | | | |  | | |
|  | | **FRUGX**-Franklin US Government Securities Series Class C- Strategy: The Fund seeks income. Under normal market conditions, the Fund invests at least 80% of its net assets in U.S. government securities. The Fund presently invests substantially all of its assets in Government National Mortgage Association obligations (Ginnie Maes). | | | | | | | | | | |  | | |
|  | | **FCISX**-Franklin Income Series Class C- Strategy: The Fund seeks to maximize income while maintaining prospects for capital appreciation. The Fund will achieve this by investing in a diversified portfolio of debt and equity securities. | | | | | | | | | | |  | | |
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|  **Equipment, Furniture & Vehicles** -No additions | | | | | | | | | | | | | | |
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| **Accounts Payable -** At February 28, 2018, accounts payable lability is $45,988 and all AP liability is being paid timely within 28 days except CSP Clinical Services which gets paid once NYS pays CCCHC. IHeart Media die $9,027 for radio advertising for the Tobacco Program | | | | | | | | | | | | | | |
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|  **Line of Credit** - Received notification from The Bank of Greene County. Bank renewed our $100,000 line for another twelve months until August 1, 2018. | | | | | | | | | | | | | | |
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|  **Advance Funding Payable** - When the Agency receives a deposit for work to be done in the future, it recognizes it by debiting (increasing) cash and crediting (increasing) a deferred revenue account or "Advance Funding Payable"(a liability account). This transaction doesn't affect the income statement -- the deferred revenue is not really a revenue per se. The deferred account functions like a holding place, until services are provided. The entire transaction affects only balance sheet accounts. Once the service is provided, a "real" revenue is recognized with an entry that debits (decreases) the deferred account and credits (increases) the revenue account. Program income received in advance consist of the following as of February 28, 2018, | | | | | | | | | | | | | | |
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|  | **Fund Name** | | | **Beginning Balance at January 1st** | | | **+ Contributions** | **<Distributions>** | | | | **Ending Balance at February 28, 2018** | |  |
|  | **Foundation for Community Health** | | | | | |  |  | | | |  | |  |
|  | Prescription Rx Access | | | | | 8,728 |  | (417) | | | | 8,311 | |  |
|  | Transportation | | | | | 25,000 |  | (4,056) | | | | 20,944 | |  |
|  | Children's MH Project | | | | | 1,746 |  | (1,746) | | | | - | |  |
|  | **Dyson Foundation** | | | | |  |  |  | | | |  | |  |
|  | Prescription Rx Access | | | | | 4,081 | 18,000 | (2,435) | | | | 19,646 | |  |
|  | **NYS Grant Advances** | | | | |  |  |  | | | |  | |  |
|  | CSP | | | | | 2,878 |  | (2,878) | | | | - | |  |
|  | Tobacco Free Program | | | | | 38,365 |  | (19,516) | | | | 18,849 | |  |
|  |  | | |  | | |  |  | | | |  | |  |
|  | **Total Advance Funding Payable** | | | $80,798 | | | $18,000 | $ (31,048) | | | | $67,750 | |  |

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|  **Temporary Restricted Funds** - Temporarily restricted net assets are donated contributions that have only a one-sided economic benefit and are restricted to a specific period of time or set of conditions. To decrease this revenue employ another account named Net Assets Released From Restrictions, which reports revenue. Below temporarily restricted net assets represents donations to be used for the following specific program purpose as of February 28, 2018: | | | | | | | |
|  | **Fund Name** | | **Beginning Balance at January 1st** | **+ Contributions** | **<Distributions>** | **Ending Balance at February 28, 2018** |  |
|  | Columbia County -CARTS & Receptionist | | - | 50,000 | - | 50,000 |  |
|  | Columbia County Depts.-CARTS | | - | 19,000 | - | 19,000 |  |
|  | Columbia County Cancer Fund | | 22,810 | 200 | (976) | 22,034 |  |
|  | Greene County Cancer Fund | | 9,543 | - | (753) | 8,791 |  |
|  | Complementary Therapies Fund | | 5,385 |  | (510) | 4,875 |  |
|  | Jan Koweek Fund | | 1,101 |  | - | 1,101 |  |
|  |  | | - |  | - | - |  |
|  | Totals of Temporary Restricted Funds | | $38,839 | $69,200 | $(2,238) | $105,800 |  |