



**FINANCE COMMITTEE MEETING
CV Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 95437
Monday, December 14th, 2009
10:00 a.m.**

Meeting Minutes

The meeting began at 10:03 AM with the following items discussed:

1.0. CALL TO ORDER

Call to Order and Roll Call – Yeomans, Sipila – both are present.

2.0 APPROVAL AND ADOPTION OF AGENDA, December 14th, 2009

- Add November financial package to 6.3
- Add “credit card’s to 6.9
- Add “in-kind contribution” to 6.10
- Yeomans moved to accept, Sipila seconded the motion.

3.0. PUBLIC PARTICIPATION

- No public participation.

4.0 CORRESPONDENCE, WRITTEN AND ORAL

- No correspondences.

5.0 CONSENT CALENDAR

- None

6.0 INFORMATION/DISCUSSION

6.0 Healthcare Presentation – Jill Smith

- Jill Smith, of Lincoln Leavitt, discussed insurance options and a “Flat Dollar” amount due to rate increases and planning purposes. Provider “search information” showed similar data served by other insurance providers. “Premium Only” plan also discussed and benefits of pre-tax deductions and workers compensations saving under this plan. Employee chooses plan options not the board. Assistance to employees is available in choosing the plan and utilizing benefits.

- Pine questioned potential discrimination.
- Smith discussed enrollment meeting and process of program implementation.
- Itell discussed individual plans and requested Smith professional recommendation of plan options. Itell inquired about a variety of plans offered and benefit.
- Amount of individual stipends for medical coverage discussed. Cost to district is approximately \$6,000 per year. Employer matching funds option also discussed.
- Percentage of total employee salaries and benefits paid evaluated.
- Smith discussed minimum enrollment and timeline for implementation. Smith noted action is needed as early as this week for implementation by January 1, 2010.
- Yeomans recommended up to \$450 per month employee benefit structure and to retain \$500 per year stipend. Employee would choose benefit options. Recommendation to be forwarded to the full board for approval.

6.1 Budgets/Financials from studied facilities-Vivian

- DeArmas identified Rio Linda information.
- One page comparative tool recommended.

6.2 15% Expense Reduction Projection- Beth

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6.3 Cash Flow Analysis and November financials - Michelle

- Gordon distributed cash flow data for discussion.
- PGE bills evaluated and Thomas inquired about billing cycle and availability of funds. All figures needed for financial reports once known.
- Thomas questioned availability of other cash resources and bank accounts. Reduction in payroll also identified.
- Gordon announced turn around timeline for Kudos payments for next month.
- Yeomans discussed status of Marcia Clark donation and State fund reimbursement timeline and procedure options for reimbursement. Timeline and method of reimbursement to be identified by the end of this week.
- Status of Tri-B final payment, workman's compensation, Advent Furniture, Advantage Fitness, City of Fort Bragg, recycling fee reimbursement, PGE rebates and other financial figures identified and discussed.
- Itell and Thomas insisted all financial information be included in reports beginning next week.

- Yeomans discussed November financials and revenue budget for donations received.
- Itell suggested establishing a special events account for revenue received. Yeomans stated a variety of line items is needed.
- Pine discussed allocation of funds for Prop 12.
- Yeomans identified line items that would not show income this year. Gordon suggested some areas could be identified on these line items.
- Role of Boise and service needs identified.
- Yeomans identified variations in after school program, Mendocino wages.
- Special expense line item discussed. Itell identified need to utilize only needed volunteers and be selective in recruitment of volunteers.
- Yeomans discussed the balance sheet fund information.
- Thomas suggested a mid-year budget review process be implemented.

6.5 Adult Sports Fees/Budget-Jill

- No discussion.

6.6 Pool Numbers-Greg & Tessie

- Fallon discussed saving from reduced operational hours and identified breakeven point for program activity.
- Pine questioned the status of some of the programs listed as “drop-in.”
- Pine stated by offering child care, attendance figures would increase.
- Spin, step and Yoga classes identified as priority for marketing.
- Yeomans stated committing us to maintaining advertised program times and limiting aquatic operations during mid-day operations.
- Pine requested operational hours for aquatics be determined for brochure January 4 – June 18.

6.7 Regional Park & Golf Course- Jim Hurst

- Hurst stated he met with Westerling and Hawthorne on separate occasion and identified the discussion information.
- Status of dredge spoils and flood plain concerns also discussed.
- Yeomans stated the 20-year plan with the U.S. Corp of engineers and the District is of vital interest. Next step is to contact the Harbor District to negotiate options.

- Itell identified correlation between land payments and feasibility of implementing actions.
- Hurst state meeting with the Harbor District is top priority. Issues with County and/or City on solid wasted proposal and other land-use concerns identified.
- Impact and timeline of recruiting investor and first right of refusal discussed. A combined effort of all parties involved may be in the best interest of the community and use of the land.
- Bank appraisal, identified assets and other bank discussions discussed.
- Yeomans stated the need to move forward on Prop 84.
- Thomas inquired about debt options and timeline for moving forward. Hurst discussed possible bank consequences and financial impact.
- Yeomans suggested final version of letter to bank to be reviewed by District attorney.
- Thomas suggested the meeting with the bank should occur this month.
- Thomas stated board resolution needed for placing the property of the market. Pros and cons would need to be addressed. Meaningful discussion emphasized.

6.8 S.C.O.R.E. campaign - Jim Hurst

- Program contacts identified and outline for campaign discussed.
- Voluntary property tax assessment option discussed.

6.9 Credit Cards

- Itell suggested the administrator be in charge of the credit account and limits being established.
- Yeomans stated our local bank would be contacted for either a debit or credit card. Pros and cons discussed of either option.

6.10 In-kind Contributions

- Yeomans stated a system of accountability be established for all in-kind contributions.

7.0 Items for next Agenda

1. Current agenda except for health care and credit cards.
2. Cost-center progress.
3. Prop 40 – 2002 - \$50 pass through funds
4. Susan Norgard Community Foundation (Full Board meeting.)

7.0 ADJOURNMENT – Meeting adjourned at 1:15PM.