

DEL PUERTO HEALTH CARE DISTRICT
875 E Street - Patterson, California 95363
FINANCE MEETING
MINUTES February 18, 2019

I. Call to order/Attendance

The meeting was called to order by Treasurer, Anne Stokman at 8:11 am

Other Board Members Present: Becky Campo

Other Staff Members Present: Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Finance and Accounting Manager; Paul Willette, Ambulance Director; and Danae Skinner, Administrative Staff Accountant. (Suzie Talamantes, Health Center Manager available via phone at Health Center for questions – due to medical equipment calibrations)

II. Announcement Regarding Public Participation

No comments.

III. Acceptance of Agenda

M/S/C Becky Campo/Anne Stokman- to accept the agenda with revisions to New Business to reflect items as Actionable.

IV. Finance Report Review

A. Review for Approval: November 26, 2018 Minutes

M/S/C Anne Stokman/Becky Campo, – to accept the minutes for November 26, 2018 as presented.

B. Review Financial Report for November 2018

Maria Reyes-Palad reviewed the report and Karin Hennings answered all questions regarding the Financial Report.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to accept the Financial Report as presented.

C. Review for Recommendation November 2018 Warrants

Maria Reyes-Palad reviewed the warrants in detail and Karin Hennings answered all questions regarding the warrants.

M/S/C Becky Campo/Anne Stokman to recommend to the Board to approve the warrants as presented

D. Review Financial Report for December 2018

Maria Reyes-Palad reviewed the report and Karin Hennings answered all questions regarding the Financial Report.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Report as presented.

E. Review for Recommendation December 2018 Warrants

M/S/C Anne Stokman/Becky Campo to recommend to the Board to approve the warrants as presented.

F. Review Financial Report for January 2019

Maria Reyes-Palad reviewed the report and Karin Hennings answered all questions regarding the Financial Report.

M/S/C Anne Stokman/Becky Campo to recommend to the Board to accept the Financial Report as presented.

G. Review for Recommendation January 2019 Warrants

M/S/C Anne Stokman/Becky Campo to recommend to the Board to approve the warrants as presented.

V. Old Business – none

VI New Business

A. Bank and Credit Card Reconciliations (November to January) were presented to Finance Committee Meeting per Auditor’s recommendation.

Anne Stokman stayed after the meeting and reviewed November 2018, December 2018, and January 2019 reconciliations.

The review of Online Transfers by Security Officer and Treasurer was mentioned. It was agreed upon to have them reviewed on a monthly basis, but not necessarily part of the Finance Committee meeting.

B. Local Agency Investment Fund Resolution on Authorized Officers

M/S/C Anne Stokman/Becky Campo to recommend to the Board to approve the Local Agency Investment Fund Resolution for Authorized Officers.

C. Update Banking Signatories Resolution for All Banks and Increasing Daily Transfer Limit to \$125,000

M/S/C Anne Stokman/Becky Campo to recommend to the Board to approve the Update Banking Signatories Resolution for All Banks and Increasing Daily Transfer Limit to \$125,000.

VII. Accounting and Finance Manager Report – none presented

9:58 am - Meeting adjourned.

Respectfully submitted,

Anne Stokman, Treasurer