MINUTES OF THE COALITION FOR SENIOR CITIZENS – FINANCE SUB-COMMITTEE

155 N. Taylor Street, Fallon, NV 89406
April 22, 2021

Call to Order:

The regular meeting of the Coalition for Senior Citizens was called to order at 3:05 PM on April 22, 2021.

Roll Call:

PRESENT:	Member Karla Kent, Chair Member Jamie Hyde Executive Director Lisa Erquiaga Brenda Moore, Business Manager Phyllys Dowd, Dowd Bookkeeping Service Deputy Clerk to the Board Pamela D. Moore
ABSENT:	Member Jill Manha, Chair
OTHERS PRESENT:	Coalition for Senior Citizens Board Member Justin Heath Coalition for Senior Citizens Board Member Robbie Lind

Public Comments:

Chair Kent asked if there was any public comment. Phyllys Dowd, with Dowd Bookkeeping Services, said I am presenting today in public comment because I was not put on the Agenda due to a miscommunication between Lisa and I while I was out of the country and then returned after the Agenda was posted. I wanted to give an update on the work that I have been doing as a consultant for the William N. Pennington Life Center. I have done the procedures, not an official Agreed Upon Procedures (AUP) like you have had in the past from Bertrand & Associates, regarding the year ending June 30, 2020. The majority of the work is complete. Brenda and I worked hand-in-hand on that. I was able to review all of the bank statements and trace the ending balances to the account balances, with very few exceptions. Brenda has gotten very good at clearing old transactions. If it has a date of later than 60 or 90 days, she is contacting the individual that the entry is for and either reissues or gets them to cash their check or whatever activity it was. She did very well with that. I have also pulled 62 transactions by random sample for vendor payments. I was looking to see if the invoice agreed to what was posted in the general ledger, if there was approval for payment, noted that it was paid on the invoice, two authorized signatures on the checks, and reasonableness in the coding. I do not think that was an agreed upon procedure but it was a step that I always look for when I am doing any posting in accounting, as consistency is expected. On that, everything traced to the bank statement. All of the checks were signed correctly. Lisa did not approve two transactions out of the 62 and those were reimbursements for herself, which is understandable why she would not sign those. That was noted because, when we start working on the Policies & Procedures Manual, we probably should look at who should approve Lisa's reimbursements because, as the Director, she should not approve for herself. The only instances on those transactions that I saw were that, early on in the year before the Bertrand report was issued, there were not cancelled invoices where they were not marked as paid. Later on, Brenda was doing that consistently and she was putting the check number on each of those so that you could trace it back if you picked that document up. I thought that went very well.

I have also reviewed the fixed asset list with Brenda and Melanie, as Melanie is the one who keeps track of that within the organization. We were able to submit an updated asset list to Joe Lane & Associates for doing the tax return and calculating depreciation.

We had a little issue come up with our tax return, so the IRS returned the Form 990 very recently. I think it is because, when they closed down the IRS and sent employees home, they just put things in a stack and then, when they returned to work, they caught up. With that form, because of the fiscal year end date change, there was a form that should have been completed that Joe Lane didn't know about, so he is handling resubmitting that tax return, as well as working on the June 2020 tax return. We have two outstanding tax returns. He promises that once April 15th comes he will get on it but now, with the extension for personal tax returns, we do not know if it will be May 17th. We will keep on top of that.

Brenda and I have identified several procedures that we want to bring forward in an official policy manual. One is for the bank reconciliation process and the capital asset threshold dollar amount. We agreed, between the two of us, that $1,000 per item would be a threshold for accruing depreciation. Another is for a process for board approval for both the payroll and expenditures by Lisa.

I think things are going well and we have a really good working relationship. Brenda and I are able to share ideas and she understands when I am presenting something to her or introducing a new idea. She asks questions and things are going well, so thank you.

Chair Kent said when you mentioned that there was a fiscal year end date change, was that for the center or was that something with the IRS? Ms. Dowd said it was at the request of the center, although I am not quite sure where it initiated from. I thought it was from the full board where they were moving it to the state fiscal year end and that happened before I came on board, so I do not know the details. Chair Kent said the date is not June 30th anymore? Member Hyde said it is currently June 30th but it used to be on their grant-funding year, which was September 30th. There were no further public comments.

<u>Verification of the Posting of the Agenda</u>:

It was verified by Pamela D. Moore, Deputy Clerk to the Board, that the Agenda for this meeting was posted on the 16th day of April, 2021, between the hours of 2:00 and 4:00 PM at all of the locations listed on the Agenda, in accordance with NRS 241 and the Governor's Directive related to posting during the Pandemic.

<u>Consideration and possible action re: Approval of Agenda as submitted or revised</u>:

Member Jamie Hyde made a motion to approve the Agenda as submitted. Member Karla Kent seconded the motion, which carried by unanimous vote.

Consideration and possible action re: Approval of Minutes of the meeting held on:

A- January 28, 2021.
The Minutes of the meeting held on January 28, 2021 are submitted for the board's consideration and approval.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Member Jamie Hyde made a motion to approve the Minutes of the meeting held on January 28, 2021 as presented. Member Karla Kent seconded the motion, which carried by unanimous vote.

Appointments:

A- Consideration and possible action re: Approval of the Financial Reports for the period of January through February 28, 2021.
Brenda Moore, Business Manager, will present the Financial Reports for the period of January through February 28, 2021 for the committee's consideration and acceptance.
FISCAL IMPACT: N/A
EXPLANATION OF IMPACT: N/A
FUNDING SOURCE: N/A
ACTION REQUESTED: Accept

Executive Director Lisa Erquiaga said I would like to bring to everyone's attention that somehow we missed the month of March, as this report was supposed to be for three months, so we will have to bring the March report at the next meeting.

Chair Kent said you sent out the January financial information to each board member, so are you going to continue that each month when we are not having a meeting in that particular month? Ms. Erquiaga indicated that they will do so with a nod of her head.

Member Hyde said I have two questions. First, have both of the loans been forgiven now? Ms. Erquiaga said we only have one loan and we are waiting for our letter. Member Hyde said has the one loan been forgiven? Ms. Erquiaga said we are waiting for the letter. Member Hyde said where is that on the financial statement? Is it on the Balance Sheet? Chair Kent said is that the PPP loan you are talking about? I thought you said it was forgiven, so it was taken off. Business Manager Moore said it was taken off and moved. Member Hyde said it was forgiven then? Ms. Moore said it was. Ms. Erquiaga said but we have not received the final letter and we did not apply for the second loan. Member Hyde said where is that in the Profit & Loss statement then for those funds? Ms. Moore said that is in the Profit & Loss for March, which you do not have.

Ms. Moore said Phyllys just corrected me. It is in retained earnings because I posted it for last year.

Chair Kent said I have one comment on the financial statements, which we went over when I met with staff the other day. I would really like to see, although I think you are getting pulled in a lot of different directions for what people would like to see and you mentioned that maybe you guys were going to come up with a report that would be consistent every month where we get the same report. I do not think it has to be a lot of pages but I think it just needs to include the Balance Sheet for that month and the Balance Sheet Previous Year Comparison, as well as the Profit & Loss for that month and Profit & Loss Previous Year Comparison. Ms. Erquiaga said we appreciate that. We were going to change it around this time but Phyllys decided to go out of the country so we did not get that done. She sent us some papers from out of the country but there was such a distance, we could not understand what she wanted us to do. You will get that at our next meeting and it will be pared down to be more user-friendly and less paperwork than what you see. It is already in the works but it wasn't ready by the time for posting. You will get the report in an easier format. Chair Kent said will that start in March when you email out those reports or will it start with the next meeting? Ms. Erquiaga said I believe it would start with the next meeting because March is already done, you just didn't get it.

Chair Kent asked if there was any further discussion or public comment but there was none.

Member Jamie Hyde made a motion to approve the Financial Reports for the period of January through February 28, 2021 as presented. Member Karla Kent seconded the motion, which carried by unanimous vote.

<u>Staff or Board comments regarding matters affecting the Coalition for Senior Citizens</u>:

Business Manager Brenda Moore said Member Kent came and visited with us prior to this meeting to go over questions she had regarding reports. I want to thank her for that. It was very nice. I appreciate your diligence in coming by and letting us answer your questions in person. She also conveyed that she would like to see reports stay in the same order for easier comparison. Phyllys and I are working on the financial reports so that, in the future, they will be simplified and easier to compare month-to-month or quarter-to-quarter, while staying in the proper order. I would like to take this opportunity to encourage anyone and everyone to come to us if you have any questions or concerns about our financial reports or service-level reports. We are happy to research answers for your questions. Chair Kent thanked her and said it was a really good meeting that we had and I really appreciate your openness and willingness to provide whatever I needed, as well as for explaining it all to me where I did not have an understanding. Thank you. Ms. Moore said anytime. There were no further comments.

<u>Consider Future Agenda Items</u>:

The following future Agenda items were suggested by Chair Kent: a discussion about the wage survey. I have not yet talked to Human Resources Director Stark yet but I will do so and would like to have a discussion item at the meeting so that we can see where we are at and what we think about it. I will definitely have some answers by our next meeting.

Establishment of Next Meeting Date:

The next meeting will be held on July 22nd at 3:00 PM.

Public Comment:

Chair Kent asked if there was any public comment but there was none.

Adjournment:

The meeting was adjourned at 3:19 PM.

Chair Karla Kent

Member Jill Manha

Member Jamie Hyde

ATTEST:
Linda Rothery, Clerk/Treasurer

Pamela D. Moore, Deputy Clerk to the Board