

Tuesday, February 14, 2017
3:00 p.m. to 5:00 p.m.
Welch Hall B-470K

FINANCE AND HUMAN RESOURCES COMMITTEE MINUTES

Members Present: Naomi Goodwin, Carrie Stewart, Phil D'Amato, and Dr. Russel Statham

Members Absent: Roger von Ting

Guests: Dana Ward (Community Board Member), Richard Chester (Director of Commercial Operations), and Brandon Martinez (Executive Assistant to the COO/CFO)

I. Call to Order

Meeting called to order by D'Amato at 3:03 p.m.

II. Approval of Minutes of Previous Meeting(s)

Goodwin moved and Stewart seconded. Motion carried.

III. Approval of Meeting Agenda

Stewart moved and Goodwin seconded. Motion carried.

IV. Public Comment

No one was present to represent public.

V. Officer's Reports

- a. Chief Financial Officer's Report – Statham presented to the Committee the Consolidated Statement of Operations for December 31, 2016 and the Graystone Long Term Fund Monthly Report.

VI. Consent Items

- a. Statement of Operations as of December 31, 2016

The committee accepted the Statement of Operations and requested a year to date budget line item be added for each operation at certain intervals in the coming fiscal year.

- b. Investment Report as of January 31, 2016

The committee accepted the Investment Report as submitted with no discussion.

VII. Informational Items

- a. Human Resources and Payroll Director Search - Update

Satham stated that there were two finalists that were recommended for the Director of Human Resources and Payroll and that he is currently preparing paperwork for the President to sign to approve the finalist.

- b. Review of FY 16-17 Budget and FY 17-18 Principle Discussion

Satham shared a presentation on the budget. The committee discussed the principles for the budget. Satham stated that he, Chester, and Goodwin will be preparing a budget, and will share the timeline at the next Finance and Human Resources Committee meeting.

- c. Close Session: Personnel Matter

The Finance and Human Resources Committee entered into a closed session pursuant to California Education Code § 89923 to discuss a personnel matter that involved anticipated exposure to litigation. No reportable action was taken.

VIII. Action Items

None

IX. Other Items

None

X. Adjournment

- a. Meeting adjourned at 4:52 p.m.