

KCAO FINANCE COMMITTEE MEETING
Wednesday, March 8, at 4:15 P.M.
KINGS COMMUNITY ACTION ORGANIZATION
MAIN OFFICE
1130 N. 11TH AVE., HANFORD, CA 93230

MINUTES

1) CALL TO ORDER

The meeting was called to order at 4:16 pm.

2) ROLL CALL

Roll call was taken. Those in attendance were:

Members Present: Cheryl Silva, Pat Nolen, and Melissa Whitten (not officially voting)

Members Absent: Leticia Gamez and Francisco Ramirez

Staff Present: Sarah Hill, Sara Lorah, Irene Moreno, and Jeff Garner

3) PUBLIC COMMENTS/UNSCHEDULED APPEARANCES

None

4) STAFF AND BOARD COMMENTS

None

5) PRIOR MINUTES APPROVAL

The minutes from December 14, 2016 and February 8, 2017 could not be approved due to lack of quorum.

6) REVIEW FINANCIALS for Month Ending January 31, 2017

The Committee reviewed financial statements for the month-end January 31, 2016. Sara indicated the December figures are still preliminary due to year-end closing not being finalized yet.

7) REVIEW CHECK REGISTER for February 2017

The Committee reviewed the check register for February 2017.

8) REVIEW OF HEAD START FINANCIALS for Month Ending January 31, 2017

The Committee reviewed the Head Start financials for the month-end January 31, 2017

9) REVIEW OF HEAD START CREDIT CARD STATEMENT for January 31, 2017

Revised Head Start credit card statements were reviewed for January 2017. Sara obtained Cheryl's signature.

10) DISCUSS RESULTS OF PROPOSALS FOR COPIER LEASES

Jeff presented the RFP obtained for KCAO copier leases. A suggestion was made by Cheryl to request a quote for the 12 copier still on contract with Stanton to see if it would be worth staying with Stanton in comparison to the other bidders. Jeff indicated he would gather requested information. If completed, he will present it to the Board on March 15, 2017.

11) DETERMINE 2017 FINANCE COMMITTEE MEETING SCHEDULE

The committee decided to meet on the second Wednesday of every month at 4:00 PM rather than 4:15 PM with the exception of April 18th meeting due to scheduling conflicts.

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12) NEXT MEETING – Tuesday April 18, 2017 at 4:00 pm.

13) ADJOURNMENT – Meeting was adjourned at 5:16 pm.

Respectfully submitted,

Sarah Hill
Recorder