

Finance Committee Minutes
June 7, 2016
Main Office Large Conference Room
4:30 pm

Present: Mr. John Capriotti, Mrs. Beth Darcy, Dr. Bill Foster, Mr. Charles Kleinschmidt, Mr. Richard Hansen, Mr. Robert Vining, and Mrs. Kathryn Strouse

An agenda was distributed to members prior to the meeting.

Capital Reserve Transfer: The Business Manager reviewed how MBIT's Capital Reserve Fund (CRF) is funded, the maximum annual contribution amount, the maximum that can be held in CRF, and that funds must be used within five years. He then reviewed the worksheet projecting full year results with a \$100,000 contribution from 2015-16 budget. The committee members asked questions about status of projects; discussed adequacy of funds; and recommended that transfer be increased to \$150,000.

Insurance Renewal: The Business Manager presented the pricing summary from Willis Towers Watson (Willis), broker for MBIT. The results showed that Willis had obtained competitive quotations from Catlin (\$72,150) and Utica (\$76,352) as well as the incumbent, PSBA Insurance Trust (\$76,292). The Business Manager then provided an overview of the components of MBIT's insurance program. The premiums for the property and liability policies were where cost was most evident. He discussed differences in the values, coverage, and deductibles of those policies. He reviewed the different options for School Board Legal Liability under the different proposals – Catlin and SBA option both have significantly lower premiums but each comes at higher deductible (\$125,000 vs AIG \$25,000) and without data breach network security coverage. The quotations were very tight with PSBA renewal less than the expiring premiums offering the best program for MBIT's risks. The committee members asked questions, discussed risk issues, and their recommendation is to continue with the PSBA program.

Copier RFP: The Business Manager reviewed with the committee that there are five copiers at MBIT, 2 large capacity BW which are coming off lease in September, two color copiers about half through lease and one low capacity copier with 12 months or less on lease. The committee members wanted to know what the copiers are used for and even some technical kind of issues that users might experience. All of the machines are networked as printers, have ability to scan, and the BW units are fax as well. At the August meeting, he will be requesting approval for new leases for the 2 BW and 1 low capacity copiers.

Public Surplus: The Business Manager reviewed how in summer of 2015, an intern had been employed to assist in facilitating sales of excess, surplus and obsolete equipment via Public Surplus. Public Surplus is eBay for the Public Sector. The plan is to hire another intern to assist the Business Manager in continuing to dispose of excess, surplus and obsolete items at MBIT. The committee members asked questions about what the intern did, the auction process, and how successful was the venture. The intern researched items for sale using internet, drafted postings, responded to inquiries and facilitated pickup and delivery. There were over fifty different lots and the sales proceeds were approximately \$12,000. The committee recommends continuing with Public Surplus.

Deer Run Entrance: The Facilities Manager reviewed how the access to MBIT campus has changed with renovation of York Road – Rt 263. He reviewed his plan to improve lighting for the Deer Run entrance and South Parking lot sharing design work created by a student in the Computerized Drafting and Engineering Graphics program. The Facilities Manager shared three quotations for adding lighting – Rafferty Electric \$12,140, Charles G. Keller \$14,525 and Trail Electric \$14,825. He shared the comments of local and PennDot officials who endorsed the planned lighting enhancements. The committee members asked questions, made comments, and agreed to recommend this phase 1 of enhancements to Deer Run entrance. The recommendation is use Rafferty Electric and to pay for the work from the Capital Reserve Fund.

Updates: The Business Manager shared the monthly and year-to-date results for Li'l Bucks Preschool and Adult Education.

The meeting adjourned at 5:45 PM.