



PUBLIC MEETING NOTICE

The Finance Committee of The Bridge Center for Hope will hold a Finance Committee meeting as shown below:

Date: Wednesday, May 27, 2020
Time: 3:30 PM – 4:30 PM
Location: Zoom Meeting

<https://us02web.zoom.us/j/88186048004?pwd=cFJsNWoweDhsTmJRTjFkcleyY1cWdz09>

Meeting ID: 881 8604 8004
Password: 278356
Phone: 346-248-7799

AGENDA: Attached

The public is invited to attend.

Notice has been made of this meeting, through publication and via internet, to comply with the “Louisiana Open Meetings Law”.

Charlotte Claiborne, Bridge Center for Hope
Executive Director



FINANCE COMMITTEE MEETING

May 27, 2020
3:30 PM – 4:30 PM
Zoom Meeting

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Meeting ID: 881 8604 8004
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AGENDA

- | | | |
|-------|--|---------------------|
| I. | CALL MEETING TO ORDER | Charles Abboud |
| II. | PUBLIC COMMENT ON AGENDA ITEMS | Charles Abboud |
| III. | FINANCE COMMITTEE | Charles Abboud |
| | A. For Approval: Finance Committee Minutes meeting held May 14, 2020 | |
| IV. | CITY-PARISH AUDIT | Charles Abboud |
| | A. For Approval: City-Parish Audit Submission | |
| V. | IRS FORM 990 | Charlotte Claiborne |
| | A. For Approval: IRS Form | |
| VI. | UNFINISHED BUSINESS AND GENERAL ORDERS | Charles Abboud |
| | A. For Information: Resolve Unfinished Business | |
| VII. | NEW BUSINESS | Charles Abboud |
| | A. For Information: Discuss New Business | |
| VIII. | ADJOURN | Charles Abboud |

**THE BRIDGE CENTER FOR HOPE, INC'S
CERTIFICATION PURSUANT TO
GUBERNATORIAL PROCLAMATION JBE 2020-30**

WHEREAS, on March 11, 2020, the Governor of the State of Louisiana declared a Public Health Emergency due to the threat posed to public safety by the COVID-19 outbreak;

WHEREAS, on March 16, 2020, the Governor issued Proclamation JBE 2020-30, entitled Additional Measures for COVID-19 Public Health Emergency;

WHEREAS, the purpose of Proclamation JBE 2020-30 was to provide, in part, for additional measures to help combat the spread of COVID-19;

WHEREAS, Section Four of Proclamation JBE 2020-30 authorized attendance at public meetings via teleconference or video conference during the pendency of the emergency;

WHEREAS, Section Four of Proclamation JBE 2020-30 further mandated that, before invoking the authority of Section Four, a public entity is required to certify that it would be unable to operate due to quorum requirements;

WHEREAS, The Bridge Center for Hope, Inc. needs to conduct essential business;

WHEREAS, due to health and safety concerns and in order to comply with COVID-19 restrictions, The Bridge Center for Hope, Inc. is unable to obtain a quorum of the members to attend an in-person meeting; and

WHEREAS, The Bridge Center for Hope, Inc., therefore, needs to implement the authorization in Section Four of Proclamation JBE 2020-30;

NOW THEREFORE, pursuant to the authority contained in Proclamation JBE 2020-30, the Finance Committee of the Bridge Center for Hope, Inc. hereby certifies on this 26th day of May 2020, that it is unable to obtain an in-person quorum for its meeting scheduled for May 27th, due to the threat of COVID-19, and that, therefore, one or more of its members may participate in such meeting via teleconference or video conference. Additionally, all efforts will be made to provide for observation and input by members of the public. The meeting may be accessed at [https://us02web.zoom.us/j/88186048004?pwd=cFJsNWoweDhsTmJRTjFkcleyY1cWdz09](https://us02web.zoom.us/j/88186048004?pwd=cFJsNWoweDhsTmJRTjFkcleyY1cWdz09;); Meeting ID: 881 8604 8004; Password: 278356; Phone: 346-248-7799


Kathy Kliebert, Board Chair



FINANCE COMMITTEE MEETING

May 14, 2020
2:00 PM – 3:00 PM
Zoom Meeting

<https://us02web.zoom.us/j/83677594338?pwd=Mkt6RjZHVkJmcjJNVVpPZ040dzNNUT09>

Meeting ID: 836 7759 4338

Password: 041378

MINUTES

I. CALL MEETING TO ORDER

Chair Charles Abboud called the meeting to order at 2:00 PM. Finance Committee members in attendance were Chair Charles Abboud, Sharon Robinson, Patrick Seiter, Dr. William Clark, and Michael Mitchell. A quorum was determined.

Also, in attendance were Charlotte Claiborne from the Bridge Center for Hope, Jim Fairchild from Daigrepoint & Brian, Mike Singletary from Postlethwaite & Netterville, and Barry Blumberg from Blumberg and Associates.

II. PUBLIC COMMENT ON AGENDA ITEMS

Mr. Abboud asked if any member of the public would like to comment on the agenda. After hearing no comment, Mr. Abboud proceeded to the agenda as written.

III. FINANCE COMMITTEE

- A. For Approval: Finance Committee Minutes meeting held March 10, 2020

Mr. Abboud reviewed the minutes of the Finance Committee meeting held on March 10, 2020. **On a motion by Dr. William Clark and a second by Sharon Robinson, the Finance Committee unanimously approved the minutes of the Finance Committee meeting held on March 10, 2020.**

IV. INSURANCE POLICIES

Barry Blumberg of Blumberg and Associates to provide an overview of the insurance policies which are due for renewal in June. Mr. Blumberg provided a brief description of each policy, its coverage, and answered general questions of the Finance Committee; all polices will automatically renew in June.

V. CITY-PARISH AUDIT UPDATE

Jim Fairchild of Daigrepoint & Brian reported the findings from the 2019 City-Parish Audit. Mr. Fairchild reported the audit was completed and undergoing a quality control review within his organization; no deficiencies found.

VI. ACCOUNTING POLICIES

A. For Approval: Drafted Accounting Policies

Ms. Claiborne reported that accounting policies have been completed and presented to the Finance Committee to review before submitting to the board for approval at the next Board of Directors meeting on May 19, 2020. **On a motion by Sharon Robinson and a second by Patrick Seiter the Finance Committee approved to the Accounting Policies and to present to the Board of Directors.**

VII. FINANCIALS

A. For Information: Q1 Financial Statement

Mike Singletary of Postlethwaite & Netterville reported that the first quarter financial report has been submitted to the City-Parish per the Corporate Endeavor Agreement (CEA). Mr. Singletary also reported that a time-study will be conducted this year to allocate the appropriate time toward program services.

VIII. INVESTMENT

A. For Information: Chase Bank

Mr. Abboud reported Chase Bank provided the most competitive offer on investments and recommended opening a secondary Money Market account to draw interest on deposited funds. **On a motion by Patrick Seiter and a second by Sharon Robinson, the Finance Committee approved opening a secondary interest-bearing account and to present the Board of Directors.**

IX. UNFINISHED BUSINESS AND GENERAL ORDERS

A. For Information: Resolve Unfinished Business

None, reported.

X. NEW BUSINESS

A. For Information: Discuss New Business

Ms. Claiborne requested to conduct a Finance Committee meeting in June to discuss the budget before presenting to the City-Parish in July.

XI. ADJOURN

With no further business to conduct, **on a motion by Dr. William Clark and a second by Michael Mitchell, the meeting was adjourned at 1:56 PM.**