

**NEVADA HEALTH INFORMATION EXCHANGE BOARD OF DIRECTORS
MEETING MINUTES**

**February 7, 2014
1:00 pm**

Via Teleconference

BOARD MEMBERS PRESENT

Brian Labus, Chair
Elizabeth “Betsy” Aiello, Vice Chair
Andrew “Andy” Pasternak IV, MD
Lindsey Harmon, Secretary
Mary Siero
Linda Montgomery
David LaBarge, NV-HIE CEO, Ex officio
Lynn O’Mara, State Health IT Coordinator, Ex officio
Amber Joiner, DHHS Deputy Director, Ex officio

BOARD MEMBERS EXCUSED

Eric Lloyd

NV-HIE STAFF PRESENT:

Chris Henkenius, NV-HIE Consultant
Alan Tiras, NV-HIE Legal Counsel
Carolyn Cramer, NV-HIE Legal Counsel
Sherry Hayden, NV-HIE Director of Finance & Operations
Jane Holman, NV-HIE Director of Marketing & Communications
Hope Tingle, NV-HIE Staff

DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF PRESENT

Stefani Hogan, OHIT

OTHERS PRESENT

Grayson Wilt, Nevada State Medical Association (NSMA)

1. Call to order, roll call, determination of a quorum and announcements

Mr. Labus called the meeting to order at 1:00 pm. The agenda was posted according to Open Meeting Law requirements by 9:00 am on Tuesday, February 4, 2014. Ms. Tingle called the roll, and informed Mr. Labus that a quorum was present.

2. Public comment

There was none.

3. Approve meeting minutes from January 31, 2014, board meeting

Mr. Labus asked if there were any changes to the minutes of the January 31, 2014, meeting. Hearing none, the minutes were approved as written.

Mr. Labus advised the meeting attendees that he would be taking items out of order as Mr. Alan Tiras had a limited amount of time to be on the call. The items will be taken in the order of Item #7, Item #8, Item #4, Item #5, Item #10, Item #6 and then Item #9.

7. Discuss and decide on:

- A. NV-HIE actions needed to dissolve the corporation**
- B. Funding options for the dissolution of the corporation**

Discussion related to **Item 7.A.** - Mr. Labus turned the meeting over to Mr. LaBarge who introduced Mr. Alan Tiras. Mr. Tiras advised there were two courses of action the Board could take with regards to the dissolution of the corporation.

Option 1: Do not dissolve the company but keep it active with the Nevada Secretary of State's Office by doing all of the annual filings to remain clear as a 501(c)(3). The IRS is still 9-12 months out in processing applications submitted as far out as ours was. It is likely the entity would need to continue for another 24 months in order to ensure the tax exempt status was completed. The company would have to have a slate of officers, i.e. Chair, Vice-Chair, Secretary, and Treasurer, but they could all be the same person, as caretaker of the company. There would also need to be funds available to pay ongoing fees, and then the company could be dissolved once the 501(c)(3) application had been processed.

Option 2: Formally cease operations completely and go ahead and file the papers with the Secretary of State's Office, and the Certificate of Dissolution once done. The entity continues for a period of time, while the assets are transferred and the debts have all been paid. Any funds remaining would then be returned to DHHS. The Board would continue as trustees during the windup. Once all things are filed, the entity no longer exists.

In either case, as long as the Board is operating in good faith, no fraud or conflicts of interest have occurred, the board members are unlikely to have any personal liability unless bad faith or bad behavior has occurred. If it is the Board's preference to go with Option 2, need to make sure everything is done completely. Mr. Tiras also recommended that an audit of the financials be performed by a CPA firm to ensure no questions will come up in the future.

Ms. Aiello asked what the need would be to go forward with the 501(c)(3) application.

Mr. Tiras explained that we are allowed to operate as a 501(c)(3) for income tax and sales tax purposes for up to 27 months while the application is being processed. There is a potential liability to the company if the application is withdrawn in that NV-HIE could then be liable for any income tax or sales taxes not paid on items purchased.

Ms. Aiello commented that if no company exists what would be the liability? Mr. Tiras indicated there would not likely be any liability but he didn't know for sure. Dr. Pasternak offered that it would still require some operating funds if the Board was still intact and wondered where those funds might come from. Mr. Tiras indicated the Board would not want to continue in a dormant state which would result in becoming a revoked entity with the Secretary of State's Office. Additional discussion ensued related to the risks related to not pursuing the 501(c)(3) tax exemption.

Ms. Aiello asked that if the Board were to opt for Option 2, and the Board became the Trustees of the Company, what would be their responsibilities. Mr. Tiras advised becoming the Trustees of the Board was an Act of Law until everything is wound up, the board members become trustees. Once everything is done, the status of trustee dissolves. Ms. Montgomery indicated she thought we had been paying sales tax on our equipment purchases. Mr. LaBarge advised her that we had not. Ms. Montgomery feels the amount owed would be minimal as the largest expense had been to Orion which was not taxable, and that the Board should weigh the cost of staying in business against what might end up having to be paid in unpaid sales taxes that might be due. Ms. Montgomery said that the disposal of assets would be more than enough to pay any tax liability. Mr. LaBarge indicated that all assets would be turned over to DHHS as required by the grant and not liquidated.

Additional discussion ensued after which Ms. Aiello asked what motion would need to be made in order for the Board to pursue Option 2. In the event the Board decided to go with Option 2, Mr. Tiras had prepared a resolution which states:

RESOLVED, that the Company shall be dissolved, its liabilities shall be paid or satisfied, or adequate provision for payment shall be made, and its remaining property and assets shall be distributed to the NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES;

RESOLVED, FURTHER, that the President of the Company is authorized to exercise any and all powers and rights of the Company as it relates to the business of the Company, including, but not limited to, the execution of any and all documents relating to the Company and any matters pertaining to the dissolution of the Company; and

RESOLVED, FURTHER, that the actions of the President previously taken in connection with the transactions contemplated by the above resolutions, if any, be, and they hereby are, in all respects, authorized, approved, ratified and confirmed as the acts and deeds of the Company.

MOTION: Ms. Aiello made a motion to accept the Resolution as read by Mr. Tiras

SECOND: Dr. Pasternak

APPROVED: Unanimously

Ms. Aiello asked if we need to retain legal counsel to assist with the termination of the Orion contract. Ms. Cramer, NV-HIE legal counsel, indicated she had worked with Mr. LaBarge in crafting a letter to Orion Health. Ms. Aiello also asked if Mr. Tiras is going to help with the dissolution of the corporation. Mr. Tiras has prepared the Certificate of Dissolution, but advised the Board that it could not be filed without there being a Treasurer of the Board. He followed up that as far as abandoning the 501(c)(3) application, we just recently filed an amended application. We can send a letter to the IRS that the application is being abandoned.

At this point, Ms. Montgomery offered an explanation as to why she had resigned her position as Treasurer of the Board, and apologized for any inconvenience to the company that it might result in. Mr. Labus was under the impression there were funds in the grant for legal assistance which Mr. LaBarge confirmed.

Discussion related to **Item 7.B** – Mr. LaBarge is working with DHHS to procure a grant in the amount of \$30,190 which will carry a skeleton staff through to the end of February 2014. Ms. Aiello asked if we had given written notice to our vendors, which Mr. Labus asked her to hold off on until Item 6.

8. Discussion and action regarding the replacement of the NV-HIE Treasurer.

Mr. Labus advised the board members that a Treasurer was needed in order to file the paperwork with the Secretary of State's office and any other corporate paperwork needed to dissolve the corporation. He asked for a volunteer to act in the capacity of Treasurer. Dr. Pasternak volunteered to act in that role.

MOTION: Ms. Siero made a motion to approve Dr. Pasternak as the new Board Treasurer

SECOND: Ms. Aiello seconded the motion

APPROVED: Unanimously

4. Approve amendment to the By-Laws to change the fiscal year from the current fiscal year of January to December to fiscal year July to June

After some discussion, Ms. Harmon made the following motion:

MOTION: Move to amend the By-Laws to change the fiscal year from a calendar year to a July to June fiscal year.

SECOND: Ms. Siero

APPROVED: Unanimously

5. Review and approve NV-HIE Fiscal Policies and Procedures:

- A. Employee Handbook**
- B. Travel Reimbursement Policy**

Discussion related to **Item 5.A.** - There was some discussion about the need for these policies given that the Board had opted to dissolve the corporation. Mr. LaBarge indicated these policies and procedures had initially been scheduled for discussion at the January 15, 2014, board meeting but due to time and room constraints, they were not addressed. The need to approve these items is based on Section GIR-14-6.2. of the Grant Guidance document which reads:

“The Grantee shall maintain effective control and accountability for all grant funds, property, and other assets. Good internal control necessitates that fiscal responsibilities be clearly established. Accounting functions should be separated to the fullest extent possible so that no one person authorizes, executes, and approves the same transactions. Policies covering personnel and accounting procedures and separation of duties must be documented in a policies and procedures manual or other similar document.”

As a result, in order to be in compliance with the requirements as a sub-recipient of the ARRA grant from DHHS, these policies and procedures need to be in place. There was some discussion related to the lines of authority for check signing. The discussion resulted in some additional changes being made to the policies and procedures. With those changes in mind, Ms. Aiello made the following motion:

MOTION: Ms. Aiello made a motion to approve the Fiscal Policies and Procedures with the removal of paragraphs 2 and 3 under the Procedures in the Lines of Authority section. After some discussion, Ms. Aiello amended her motion to leave in the language in paragraphs 2 and 3 which states “These purchases require 3 estimates for comparison.”

SECOND: Dr. Pasternak

APPROVED: Unanimously

Discussion related to Item 5.B. – Ms. Aiello pointed out there was a typo in this policy, and made the following motion:

MOTION: Ms. Aiello made a motion to approve the Travel and Expense Reimbursement Policy with the correction of the typographical errors included.

SECOND: Ms. Siero

APPROVED: Unanimously

10. Discuss and decide how to proceed with the NV-HIE audit and what funding options there are to pay for it.

Ms. Hayden, Director of Finance and Operations, advised the Board that an RFP had been sent out in preparation to file the IRS Form 990 or 1120, whichever we were going to end up doing. The Scope of Work is fairly expensive. The bids for a compliance audit have come back between \$15,000 and \$16,000. Ms. Aiello asked if these funds were included in the grant. Ms. Hayden advised there had been a placeholder in the budget submitted to DHHS for the new grant, but that it had been removed by DHHS in their budget. Ms. Aiello asked what other funding options were available. Mr. LaBarge stated there were no other funding options available, and reminded the Board that Mr. Tirus had recommended an audit be performed as part of the close out.

Ms. Montgomery asked if there were additional funds available through DHHS. Ms. Joiner explained that they need to do additional investigation and research into the audit needs. She also stated they (DHHS) were contacting one of the CPA firms they use to see if they could get a lesser quote. Ms. Aiello was under the impression the grant required an audit be done. Ms. O'Mara stated that because DHHS is the grantor, they would do an audit. They need to get guidance if it would meet the needs for the IRS 990 filing. Mr. Labus asked if there is potential for funding, knowing the audit wouldn't be complete in time to get the sub-grant. Ms. Joiner indicated the funding is outside the timeline of the sub-grant. Ms. Aiello asked that if the board no longer exists upon dissolution, can a group of trustees accept a sub-grant. Ms. Joiner indicated that was a legal question which would need further research. At this point, Mr. Labus referred to NRS78.585 which states, to paraphrase, "The Board can do whatever it needs to do in wrapping up the business."

MOTION:
SECOND:
APPROVED:

6. Discuss and decide on:

- A. NV-HIE actions needed for the closeout of the sub-grant**
- B. Funding options for the closeout of the sub-grant**

Ms. Aiello asked for a written list of the termination notices we have sent out so far and what the contracts read as far as timeframes are concerned. Mr. LaBarge indicated he and Ms. Hayden had been working on a list. A letter has been written and sent to Mr. Sean Donohue, Senior Vice President at Orion Health. Ms. Aiello asked if we had sent the letter via email or did we fax a copy of the letter to Mr. Donohue. Mr. LaBarge advised he had sent the letter to Mr. Donohue via email and followed it up by sending the original, signed letter to Mr. Donohue via United States Postal Service. Ms. Aiello asked if the same day notice is okay for the termination of the contract. Ms. Cramer advised that we have gotten all deliverables to date, and that nothing else is being done by Orion Health. Mr. LaBarge told Ms. Aiello that he has been in conversation with Orion Health letting them know of the Board's decision. Ms. Aiello would like to see the contracts and the status of them. Mr. LaBarge assured Ms. Aiello he would give a full accounting of the status of the contracts. Ms. Aiello asked about the status of the board credit

card. Mr. LaBarge indicated the company credit card, which had to be applied for in his name, is awaiting a FedEx charge for the packet Ms. Montgomery returned, and that once that charge is processed, the credit card will be closed.

MOTION:
SECOND:
APPROVED:

9. Discuss and decide on the duties and responsibilities of the NV-HIE Agents.

Mr. LaBarge told the Board he and Ms. Hayden have everything they need to proceed with the close-out tasks. They have notified all of the vendors and have received an approved budget. The bills that are due are being paid, and the 1099's have been processed. Mr. LaBarge will work with Mr. Tirus to write the letter to the IRS. Ms. Hayden indicated NV-HIE utilizes Intuit as the provider for the payroll processing. They (Intuit) will file all the final paperwork for payroll purposes. Mr. Labus indicated another board meeting would be scheduled as needed.

MOTION:
SECOND:
APPROVED:

11. Public Comment #2

There was none.

12. Adjournment

Mr. Labus adjourned the meeting at 2:40 pm.

CERTIFICATE OF SECRETARY

I, _____, the undersigned, the duly elected and acting Secretary of the NEVADA HEALTH INFORMATION EXCHANGE (A Nevada Non-Profit Corporation), do hereby certify that the foregoing Meeting Minutes of said Corporation are a true and correct reflection of the Board of Director's Meeting held on the _____ day of _____, 2014.

Lindsey Harmon, Secretary

DRAFT

**UNANIMOUS WRITTEN CONSENT OF
THE DIRECTORS
OF
Nevada Health Information Exchange**

The undersigned, being all Directors of Nevada Health Information Exchange (a Nevada non-profit corporation) (the "Company"), do hereby waive notice of a meeting and do hereby approve, adopt and ratify the following actions and resolutions without the necessity of a meeting:

RESOLVED, that the Company shall be dissolved, its liabilities shall be paid or satisfied, or adequate provision for payment shall be made, and its remaining property and assets shall be distributed to the NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES;

RESOLVED, FURTHER, that the President of the Company is authorized to exercise any and all powers and rights of the Company as it relates to the business of the Company, including, but not limited to, the execution of any and all documents relating to the Company and any matters pertaining to the dissolution of the Company;

RESOLVED, FURTHER, that the actions of the President previously taken in connection with the transactions contemplated by the above resolutions, if any, be, and they hereby are, in all respects, authorized, approved, ratified and confirmed as the acts and deeds of the Company; and

RESOLVED, FURTHER, that this Unanimous Written Consent may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same consent.

IN WITNESS WHEREOF, the undersigned Directors of the Company, being all of the Directors presently in office, have duly executed this Unanimous Written Consent, effective as of the ____ day of February, 2014.

[SIGNATURES FOLLOW]

Consent – Dissolution of NV-HIE

DIRECTORS:

Elizabeth Aiello

Amber Joiner

David LaBarge

Brian Labus

Eric Lloyd

Linda Montgomery

Lindsey Niedzielski

Lynn O'Mara

Andrew Pasternak, MD

ASSIGNMENT OF ASSETS

Nevada Health Information Exchange (a Nevada non-profit corporation) ("Assignor"), for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, the receipt and sufficiency of which is hereby acknowledged, has BARGAINED, SOLD, TRANSFERRED, ASSIGNED, CONVEYED, and DELIVERED and does by these presents BARGAIN, SELL, TRANSFER, ASSIGN, CONVEY and DELIVER, in connection with the dissolution and liquidation of Assignor, all of Assignor's right, title and interest as of the date hereof, in and to all of the assets of Assignor, including, but not limited to those assets more particularly described on Exhibit "A", attached hereto as a part hereof, both real and personal, tangible and intangible, known and unknown, to the NEVADA DEPARTMENT OF HEALTH AND HUMAN SERVICES ("Assignee"),

TO HAVE AND TO HOLD the assets hereby assigned, together with all and singular the rights and appurtenances thereunto and anywise belonging, unto Assignee and its representatives, successors, and assigns, subject to the provisions hereof.

WITNESS THE EXECUTION HEREOF, effective as of the ____ day of February, 2014.

"ASSIGNOR"

Nevada Health Information Exchange
(a Nevada non-profit corporation)

By: _____
David LaBarge, President

Assignment of Assets – NV-HIE

Exhibit "A"
To
Assignment of Assets

Schedule A-1
Insurance

Company	Type of Coverage	Policy Number	Term	Limits of Liability	Premium
on Fire Insurance Co , PA	Commercial Crime		11/01/2013-11/01/2014	\$200,000 \$1,000 deductible	\$810.00
Insurance Companies	Director & Officers	6956949	04/01/2013-04/01/2014	\$1,000,000/\$2,000,000 \$2,500 Retention	\$1,426.00
	Employment Practices		04/01/2013-04/01/2014	\$1,000,000/\$2,000,000 \$5,000 Retention	\$282.00
o LTD	General Liability Claims Occurance	53SBAAH7457	10/01/2013-10/01/2014	\$1,000,000/\$2,000,000 \$10,000 Medical Exp	\$500.00
	Property Suite A; Added Suite B 12/06/13	53SBAAH7457	10/01/2013-10/01/2014	\$10,000	
merican Ins Co	Professional Liability (Errors and Omissions)	LHR738982	04/18/2013-04/18/2014	\$1,000,000/\$1,000,000 \$5,000 Deductible	\$5,000.00
					P.L. \$183.75 Taxes on Surplus Lines \$21.00 Surplus Lines Stamping \$250.00 Company Fee
					<u>\$5,454.75</u>

Exhibit "A"
To
Assignment of Assets

Schedule A-2
Equipment

Description	Serial Number	Date of Purchase	Vendor Name	Invoice number	Cost	Tax	Shipping	Total Expenditure	Location
Microsoft Office Home & Business Software 2013 License	MST5D01575	07/08/2013	Prism-NV, LLC	2042	208.15	0.00	0.00	208.15	IT Office
Lenovo ThinkPad	L24384KU	08/19/2013	Prism-NV, LLC	2042	1,471.75	0.00	0.00	1,471.75	IT Office
MS Project Standard 2013	MS07605068	08/29/2013	Prism-NV, LLC	2042	557.25	0.00	0.00	557.25	IT Office
22 in LCD Monitor	3CX3170TLC	08/19/2013	Prism-NV, LLC	2042	189.13	0.00	0.00	189.13	IT Office
Lenovo ThinkPad Mini Dock	M2R8LEV 13/03	08/19/2013	Prism-NV, LLC	2042	229.02	0.00	0.00	229.02	IT Office
Keyboard and Mouse	BDAEBOBDP324GH	08/20/2013	Prism-NV, LLC	2042	105.73	0.00	0.00	105.73	IT Office
Microsoft Vision 2013 Standard Monitor	CNK322036Q	08/29/2013	Prism-NV, LLC	2042	281.96	0.00	0.00	281.96	IT Office
Subtotal					3,042.99	0.00	0.00	3,042.99	
Microsoft Office Home & Business Software 2013 License	MST5D01575	07/08/2013	Prism-NV, LLC	2091	208.15	0.00	0.00	208.15	David's Office
HP Compaq Elite Computer	MXL3291VSP	08/29/2013	Prism-NV, LLC	2091	719.31	0.00	0.00	719.31	David's Office
MS Project Standard 2013	MS07605068	08/29/2013	Prism-NV, LLC	2091	557.25	0.00	0.00	557.25	David's Office
Microsoft Vision 2013 Standard Monitor	CNK31908CK	08/29/2013	Prism-NV, LLC	2091	281.96	0.00	0.00	281.96	David's Office
RAM		08/29/2013	Prism-NV, LLC	2091	43.54	0.00	0.00	43.54	David's Office
19 in LCD Monitor	Mon-19LCD	08/29/2013	Prism-NV, LLC	2091	157.38	0.00	0.00	157.38	David's Office
Subtotal					1,967.59	0.00	0.00	1,967.59	
Lenovo Power Adapter		08/29/2013	Prism-NV, LLC	2092	65.83	0.00	0.00	65.83	IT Office
Lenovo ThinkPad	R9-001B2T 13/09	09/10/2013	Prism-NV, LLC	2092	1,520.83	0.00	0.00	1,520.83	IT Office
CD/DVD Drive		09/10/2013	Prism-NV, LLC	2092	32.99	0.00	0.00	32.99	IT Office
Lenovo ThinkPad	L24384KU	09/10/2013	Prism-NV, LLC	2092	(1,471.75)	0.00	0.00	(1,471.75)	IT Office
Subtotal					147.90	0.00	0.00	147.90	
MS Project Standard 2013	MS07605068	09/18/2013	Prism-NV, LLC	2141	557.25	0.00	0.00	557.25	Admin Asst
MS Project Standard 2013	MS07605068	09/18/2013	Prism-NV, LLC	2141	281.96	0.00	0.00	281.96	Admin Asst
19 in LCD Monitor	Mon-19LCD	09/18/2013	Prism-NV, LLC	2141	157.38	0.00	0.00	157.38	Admin Asst
Lenovo ThinkPad Mini Dock	M2R8LGI 13/03	09/20/2013	Prism-NV, LLC	2141	229.02	0.00	0.00	229.02	Admin Asst
Microsoft Ergonomic Keyboard		09/20/2013	Prism-NV, LLC	2141	105.73	0.00	0.00	105.73	Admin Asst
Lenovo Power Supply		09/20/2013	Prism-NV, LLC	2141	65.83	0.00	0.00	65.83	Admin Asst
Lenovo Thinkpad T431s	R9-0011RR 13/08	10/14/2013	Prism-NV, LLC	2141	1,520.83	0.00	0.00	1,520.83	Admin Asst
External DVD	R8X76YAD601WRM	09/20/2013	Prism-NV, LLC	2141	32.99	0.00	0.00	32.99	David's Office
Subtotal					2,950.99	0.00	0.00	2,950.99	
Lenovo Power Supply		09/20/2013	Prism-NV, LLC	2143	65.83	0.00	0.00	65.83	Mktng Office
Lenovo ThinkPad Mini Dock	M3-AYC4E 13/05	09/20/2013	Prism-NV, LLC	2143	229.02	0.00	0.00	229.02	Mktng Office
Microsoft Ergonomic Keyboard		09/20/2013	Prism-NV, LLC	2143	105.73	0.00	0.00	105.73	Mktng Office
External DVD	R8X76YAD600MIN	09/20/2013	Prism-NV, LLC	2143	32.99	0.00	0.00	32.99	Mktng Office
Lenovo Thinkpad T431s	R9-001B2R 13/09	10/14/2013	Prism-NV, LLC	2143	1,312.68	0.00	0.00	1,312.68	Mktng Office
Subtotal					1,746.25	0.00	0.00	1,746.25	
Lenovo ThinkPad Mini Dock	M3-AZFA1 13/06	10/28/2013	Prism-NV, LLC	2205	229.02	0.00	0.00	229.02	Mktng Office
Lenovo Power Supply		10/28/2013	Prism-NV, LLC	2205	65.83	0.00	0.00	65.83	Mktng Office
External DVD	R8x76yad601xkv	10/28/2013	Prism-NV, LLC	2205	32.99	0.00	0.00	32.99	David's Office
Lenovo Thinkpad T431s	R9-001YYA 13/10	11/04/2013	Prism-NV, LLC	2205	1,520.83	0.00	0.00	1,520.83	Mktng Office
Subtotal					1,848.67	0.00	0.00	1,848.67	
Lenovo ThinkPad Mini Dock	M2RC9NG 13/07	10/28/2013	Prism-NV, LLC	2204	229.02	0.00	0.00	229.02	Finance Office
Lenovo Power Supply		10/28/2013	Prism-NV, LLC	2204	65.83	0.00	0.00	65.83	Finance Office
External DVD	R8X76YAD601X16	10/28/2013	Prism-NV, LLC	2204	32.99	0.00	0.00	32.99	Finance Office
Lenovo Thinkpad T431s	R9-001YYB	11/04/2013	Prism-NV, LLC	2204	1,520.83	0.00	0.00	1,520.83	Finance Office
Subtotal					1,848.67	0.00	0.00	1,848.67	
APC Smart-UPS SC 450 w/Network Mgmt Card	APCSC450R1X542	10/15/2013	IQ Technology	21430	431.00	0.00	0.00	431.00	Network
Cisco SG200-50P Gigabit POE Smart Switch	CISCO5LM2048PT-NA	10/15/2013	IQ Technology	21430	1,117.00	0.00	0.00	1,117.00	Network
Sonic Wall TZ215 Total Secure Firewall Appliance	SONICWAL01-SSC-4982	10/15/2013	IQ Technology	21430	960.00	0.00	0.00	960.00	Network
Sonic Wall Sonicpoint-NE Dual-Band with POE Injector	SONICWAL01-SSC-8577	10/15/2013	IQ Technology	21430	460.00	0.00	0.00	460.00	Network
10 Pack 10in-Tripp Lite Hook & Loop Velcro Cable Tie	TRIPPLITP350-10N-10	10/15/2013	IQ Technology	21430	4.00	0.00	0.00	4.00	Network

Description	Serial Number	Date of Purchase	Vendor Name	Invoice number	Cost	Tax	Shipping	Total Expenditure	Location
3 Ft CAT5E Red Molded RJ45 Patch Cord (2)	STARTECM45PATCH3RD	10/15/2013	IQ Technology	21430	16.00	0.00	0.00	16.00	Network
3 Ft CAT5e Blue Snagless Patch Cord Patch Cable(36)	STARTECHR45PATCH3	10/15/2013	IQ Technology	21430	288.00	0.00	0.00	288.00	Network
3 Ft CAT6 Yellow Molded RJ45 utp Gigabit Patch Cord	STARTECC6PATCH3YL	10/15/2013	IQ Technology	21430	8.00	0.00	0.00	8.00	Network
3 Ft CAT5E 350 MHZ Orange Molded Snagless Patch Cable	STARTECC5E-OR-03-M	10/15/2013	IQ Technology	21430	8.00	0.00	0.00	8.00	Network
StarTech 2U 19in Steel Vertical Wall Mount Equipmt Rack	STARTECHRK219WALLY	10/15/2013	IQ Technology	21430	63.00	0.00	0.00	63.00	Network
Subtotal					3,355.00	0.00	0.00	3,355.00	
Epson Powerfit Projector	RENK3700151	11/14/2013	B&H Photo-Video	458573640	968.00	0.00	19.49	987.49	Conf Room
Xerox Workcentre Laser Printer	LA8188247	10/17/2013	Office Depot	Check 1036	499.99	37.37	0.00	537.36	Center Office
Xerox Phaser 6600 Color Printer	XL1333905	11/18/2013	Office Depot	VISA	399.99	0.00	0.00	399.99	Center Office
Microsoft 365	In Lieu of Software	11/8/2013	Microsoft OnLine	VISA	87.76	0.00	0.00	87.76	Network
Soft Phones (3)	VVX400	10/04/2013	Tiger Direct	VISA	539.36	0.00	45.38	584.74	IT, CEO, Asst
Desk Phones (4)		10/14/2013	Telephony Depot	VISA	627.96	0.00	21.66	649.62	IT, CEO, Asst,Mktg
Quickbooks Software		10/22/2013	Intuit	VISA	350.27	0.00	0.00	350.27	Finance Office
U-shaped Desk (Used-Redwood)		10/24/2013	Capital City Liq		550.00	0.00	0.00	550.00	David's Office
6 Ft Desk w/5 Ft Return		10/28/2013	Capital City Liq		125.00	0.00	0.00	125.00	Finance Office
6 Ft Desk w/Pedastle		10/28/2013	Capital City Liq		95.00	0.00	0.00	95.00	Mktng Office
2 Dwr Lateral Cabinet		10/29/2013	Capital City Liq		150.00	0.00	100.00	250.00	David's Office
Desk Phone (1)	VVX400	10/29/2013	Telephony Depot	VISA	156.99	0.00	0.00	156.99	Asst
Conferencing Phone (Reconditioned)		10/29/2013	Telephony Depot	VISA	338.50	0.00	19.92	358.42	Conf Room
Microsoft 365	In Lieu of Software	12/8/2013	Microsoft OnLine	VISA	117.90	0.00	0.00	117.90	Network
URLs (2)	Go Daddy	12/12/2013	Go Daddy	Jane Holman	58.68	0.00	0.00	58.68	Cloud
URLs (4)	Go Daddy	12/21/2013	Go Daddy	VISA	118.37	0.00	0.00	118.37	Cloud
22 inch LCD Monitor	SN 3CQ32105K3	12/13/2013	Prism-NV, LLC		189.11	0.00	0.00	189.11	David's Office
Subtotal					5,372.88	37.37	206.45	5,616.70	
Microsoft 365	In Lieu of Software	12/8/2013	Microsoft OnLine	VISA	117.90	0.00	0.00	100.00	Network
Backup Drive - Seagate- 1 TB	NA75NNQB	2/6/2014	Best Buy	Check 1143	69.99	4.97	0.00	74.96	David's Office
Backup Drive - Seagate- 1 TB	NA75NNQB	2/14/2014	Best Buy	RETURNED	(69.99)	(4.97)	0.00	(74.96)	
Backup Drive - Seagate- 1 TB	NA75NVM3	2/6/2014	Best Buy	Check 1143	69.99	4.97	0.00	74.96	Brian Labus
Backup Drive - Seagate- 2 TB	NA75Q43H	2/3/2014	Best Buy	Check 1134	129.99	9.23	0.00	139.22	DHHS
Subtotal					317.88	14.20	0.00	314.18	
TOTAL					22,598.82	51.57	206.45	22,838.94	

Exhibit "A"
To
Assignment of Assets

Schedule A-3
Inventory Sheet

Asset Description	Make/ Model	Serial #	Assigned to	Approved Date of Purchase	Asset Purchase Price	Asset Tag
Desk	L-shaped work area		David LaBarge	10/24/2013	\$550.00	D-001
Desk	L-shaped work area		Sherry Hayden	10/28/2013	\$125.00	D-002
Desk	oak desk		n/a	10/28/2013	\$95.00	D-003
Lateral Cabinet	Two-drawer		David LaBarge	10/24/2013	\$150.00	LC-001
Docking Station	Lenovo	M2R8LEV 13/03	n/a	08/19/13	\$229.02	DS-001
Docking Station	Lenovo	M2R8LGI 13/03	n/a	09/20/13	\$229.02	DS-002
Docking Station	Lenovo	M3-AYC4E 13/05	David LaBarge	09/20/13	\$229.02	DS-003
Docking Station	Lenovo	M2RC9NG 13/07	Sherry Hayden	10/28/13	\$229.02	DS-004
Docking Station	Lenovo	M3-AZFA1 13/06	Jane Holman	10/28/13	\$229.02	DS-005
External DVD burner	Samsung / SE-208	R8X76YAD601X16	n/a	10/28/13	\$32.99	DV-001
External DVD burner	Samsung / SE-208	R8X76YAD601WRM	David LaBarge	09/20/13	\$32.99	DV-002
External DVD burner	Samsung / SE-208	R8X76YAD601ZKV	David LaBarge	10/28/13	\$32.99	DV-003
External DVD burner	Samsung / SE-208	R8X76YAD600MJN	n/a	09/20/13	\$32.99	DV-004
External DVD burner	Samsung / SE-208	R8X76YAD601XRD	n/a	09/20/13	\$32.99	DV-005
Lap Top	Think Pad	R9-001B2T 13/09	n/a	09/10/13	\$1,312.68	PC-001
Lap Top	Think Pad	R9-001B2R 13/09	n/a	09/20/13	\$1,520.83	PC-002
Lap Top	Think Pad	R9-0011RR 13/08	David LaBarge	10/14/13	\$1,520.83	PC-003
Lap Top	Think Pad	R9-001YYB 13/10	Sherry Hayden	11/04/13	\$1,520.83	PC-004
Lap Top	Think Pad	R9-001YYA 13/10	Jane Holman	09/20/13	\$1,520.83	PC-005
Monitor	HP	3CQ32105K3	David LaBarge	12/13/13	\$189.11	M-001
Monitor	HP	3CX3170TLC	Sherry Hayden	08/19/13	\$189.13	M-002
Monitor	HP ProDisplay P19A	CNK322036Q	Hope Tingle	08/29/13	\$157.38	M-003
Monitor	HP ProDisplay P19A	CNK31908CK	n/a	08/29/13	\$157.38	M-004
Projector	Epson WXGA / H476A	RENK3700151	n/a	11/14/13	\$968.00	PJ-001
Work Station	HP / D8C22UT#ABA	MXL3291V8P	Hope Tingle	08/29/13	\$719.31	WS-001
Xerox Color Printer	Phaser 6600	XL1333905	n/a	11/18/13	\$399.99	P-001
Xerox Monochrome Printer	WorkCentre 3325	LA8188247	n/a	10/17/13	\$499.99	P-002
Keyboard and Mouse	HP	BDAEB0BDP3Z4GH	Hope Tingle	08/20/13	\$105.73	K-001
Ergonomic Keyboard	Microsoft	9079400597762	David LaBarge	09/20/13	\$105.73	K-002
Ergonomic Keyboard	Microsoft	356101823891	Sherry Hayden	09/20/13	\$105.73	K-003
Ergonomic Keyboard	Microsoft		n/a	11/20/13?		K-004
Backup Drive - 1 TB	Seagate	NA75NNQB	n/a	09/20/13	\$105.73	K-005
Backup Drive - 1 TB	Seagate	NA75NNQB	David LaBarge	2/6/2014	74.96	E-001
Backup Drive - 1 TB	Seagate	NA75NNQB	David LaBarge	2/14/2014	(74.96)	E-001
Backup Drive - 2 TB	Seagate	NA75NVM3	Brian Labus	2/6/2014	74.96	E-002
Conference Telephone	PolyCom	NA75Q43H	DHHS	2/3/2014	139.22	E-003
Polycom Phone	PolyCom	0004F2F607D9	n/a	10/29/13	\$358.42	CP-001
Polycom Phone	PolyCom	0004F282B33A	Hope Tingle	10/14/13	\$162.40	PH-001
Polycom Phone	PolyCom	0004F282B1DA	David LaBarge	10/14/13	\$162.40	PH-002
Polycom Phone	PolyCom	0004F282B76C	n/a	10/14/13	\$162.40	PH-003
Polycom Phone	PolyCom	0004F282314F	Sherry Hayden	10/14/13	\$162.40	PH-004
Polycom Phone	PolyCom	0004F282B1E4	n/a	10/29/13	\$156.99	PH-005
Softphone	Jabra	2195457	n/a	10/04/13	\$194.92	SP-001
Softphone	Jabra	2195532	n/a	10/04/13	\$194.92	SP-002
Total					\$15,098.29	

returned