



**FINANCE & PERSONNEL COMMITTEE MEETING**

**5:15 P.M. Thursday, March 19 2015**

*Oshkosh Office  
2929 Harrison St  
Oshkosh, WI*

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Jim Chatterton, Susan Locke, Mike Norton, Bill Steimel, Tom Widener

**ABSENT/EXCUSED:** Robert Giese, Daniel Eisenach, Joe Preisler, Jennifer Schaefer, Don Skog, William Wuske

**STAFF:** Mike Bonertz, Tony Beregszazi, Tanya Marcoe, Scott Sears, Lea Wiesen

**CALL TO ORDER:** The meeting was called to order at 5:15 PM by Tom Widener.  
A quorum was present.

**AGENDA** **Motion was made by Connie Anderson and a second by Jim Chatterton to approve the agenda.**

**MOTION CARRIED**

**MINUTES APPROVAL:** **January 22, 2015 Minutes were approved as submitted by Chair Person, Tom Widener.**

**APPROVAL OF YEAR END DECEMBER 14' AGENCY WIDE STATEMENT & BALANCE SHEET:**

Tanya Marcoe presented the year end December 2014 Agency-Wide Statement & Balance Sheet

**A motion was made by Bill Steimel with a second by Jim Chatterton to approve the year end December Agency-Wide Statement & Balance Sheet.**

**MOTION CARRIED**

**APPROVAL OF JANUARY 15' AGENCY WIDE FINANCIAL STATEMENT & BALANCE SHEET:**

Tanya Marcoe presented the January 2015 Agency-Wide Statement & Balance Sheet. She also informed the Committee that the Budget Modification is scheduled to be available in June 2015.

**A motion was made by Connie Anderson with a second by Jim Chatterton to approve the January 2015 Agency-Wide Statement & Balance Sheet.**

**MOTION CARRIED**

**SPECIAL MEETING TO REVIEW AUDIT – SET DATE:**

The Committee scheduled the Audit Review Meeting for Thursday, April 9 at 5:15 PM in the Fond du Lac ADVOCAP Office.

**REVIEW & APPROVAL OF MANAGEMENT'S RISK ASSESSMENT :**

Tanya Marcoe presented the Management's Risk Assessment and informed the Committee that all risk assessment plans would be put into place by October 1, 2015. **A motion was made by Jim Chatterton with a second by Bill Steimel to approve the Risk Assessment plan and deadline.**

**REVIEW & APPROVAL OF UPDATED FINANCIAL POLICY MANUAL:**

Tanya Marcoe reviewed the Financial Policy Manual with the Committee. A few items were suggested including the following:

- Page 9 – d. Cash Receipts to include a time frame of when / how often the receptionist turns monies into Finance Director.
- Make a Petty Cash Policy
- Page 9 – d. Cash Receipts – 2<sup>nd</sup> paragraph typo – change “cas” to cash receipts
- Page 13- 2<sup>nd</sup> paragraph- “staff must obtain bids” - Remove “must”
- Page 16- l. Credit Cards – Include the central location, limited availability, and sign out process.
- Page 21 – p. Red Flag Policy- Consider including how often it will be sent out. Suggested timeframe is annually at minimum.

A suggestion was also made to include information regarding who manages the policy and who overrides exceptions. All of these items will be adjusted accordingly.

**A motion was made by Connie Anderson with a second by Susan Locke to approve the Financial Policy Manual with changes made.**

**CHOOSE REPRESENTATIVE FOR NOMINATIONS COMMITTEE:**

Jim Chatterton nominated Tom Widener to be on the Nominations Committee. Bill Steimel volunteered to fill an additional seat if needed.

**EMPLOYEE STATISTICS**

Scott Sears presented the Employee Statistics.

**OTHER BUSINESS:**

No other business was raised.

**ADJOURNMENT:**

**A motion was made by Connie Anderson with a second by Jim Chatterton to adjourn at 6:20 PM.**

**MOTION CARRIED**

**MINUTES BY:** Lea Wiesen, Executive Administrative Assistant