



FINANCE & PERSONNEL COMMITTEE MEETING

5:15 P.M. Thursday, March 31, 2016

***Oshkosh Office
2929 Harrison St.
Oshkosh, WI***

MEETING MINUTES

PRESENT: Jim Chatterton, George Egner, Robert Giese, Bob Johnson, Susan Locke, Tom Widener

ABSENT/EXCUSED: Connie Anderson, Jim Cleveland, Don Skog, William Wuske

STAFF: Mike Bonertz, Tanya Marcoe, Lu Scheer, Scott Sears, Lea Possehl

CALL TO ORDER: The meeting was called to order at 5:15 PM by Chair Tom Widener.
A quorum of 6/10 was present.

AGENDA A motion was made by Bob Giese with a second by Jim Chatterton to approve the agenda as presented.

MOTION CARRIED

MINUTES Tom Widener declared the minutes from January 21, 2016 approved
APPROVAL: as presented.

REVIEW & APPROVAL OF YEAR END DECEMBER 2015 AGENCY-WIDE FINANCIAL STATEMENT AND BALANCE SHEET:

Tanya Marcoe presented the Year End December 2015 Agency-Wide financial statement and balance sheet.

A motion was made by George Egner with a second by Susan Locke to approve the Year End December 2015 agency-wide financial statement and balance sheet as presented.

MOTION CARRIED

REVIEW & APPROVAL OF JANUARY 2016 AGENCY-WIDE FINANCIAL STATEMENT AND BALANCE SHEET:

Tanya Marcoe presented the January 2016 Agency-Wide financial statement and balance sheet.

A motion was made by Jim Chatterton with a second by George Egner to approve the January 2016 Agency-Wide financial statement and balance sheet as presented.

MOTION CARRIED

REVIEW & APPROVAL OF MANAGEMENT'S RISK ASSESSMENT:

Tanya Marcoe presented ADVOCAP'S Annual Risk Assessment. She explained what responses have taken place to last year's risks as well as highlighted the areas that will be focused on for 2016.

A motion was made by Jim Chatterton with a second by Bob Giese to approve Management's Risk Assessment as presented.

MOTION CARRIED

SPECIAL MEETING TO REVIEW AUDIT - SET DATE:

The committee selected Thursday, April 7th for the special audit meeting. This will take place at 5:15 in the Fond du Lac office. It was requested that a draft be mailed out to the committee prior to the meeting.

REVIEW & APPROVAL FOR BIDS FOR FOND DU LAC FLOORING AND PLUMBING - HEAD START AREA:

Lu Scheer presented the three (3) flooring bids received for the Head Start area in the Fond du Lac office. The committee selected Bid # 2 from Twohig Flooring America in the amounts of \$4,868.84 for the Kitchen, \$32,548.20 for the Classrooms for a total of \$37,417.04.

Lu also informed the committee that the plumbing bids have not been received yet, but stated that the cost would not exceed \$7,500.

A motion was made by Bob Giese with a second by Jim Chatterton to approve BID #2 from Twohig Flooring America for the HS FDL Flooring Project.

MOTION CARRIED

CHOOSE REPRESENTATION FOR NOMINATIONS COMMITTEE:

Bob Giese nominated Tom Widener for the nominations committee.

Tom Widener accepted the nomination. No other nominations were made.

EMPLOYEE STATISTICS

Scott Sears presented the Employee Statistics.

OTHER BUSINESS: Nothing to report.

ADJOURNMENT: **A motion was made by Bob Giese with a second by Susan Locke to adjourn at 6:01 PM.**

MOTION CARRIED

MINUTES BY: Lea Possehl, Executive Administrative Assistant