



**FINANCE & PERSONNEL COMMITTEE MEETING**

**5:15 PM Thursday, June 16, 2016**

*Oshkosh Office  
2929 Harrison St.  
Oshkosh, WI*

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Jim Cleveland, Robert Giese, Jay Myrechuck, Susan Locke, Su van Houwelingen

**ABSENT/EXCUSED:** Jim Chatterton, Gayle Demler, Bob Johnson, Marilyn Sanabria

**STAFF:** Mike Bonertz, Tanya Marcoe, Scott Sears, Lea Possehl

**CALL TO ORDER:** The meeting was called to order at 5:15 PM by President Connie Anderson. A quorum of 6/10 was present.

**AGENDA** A motion was made by Bob Giese with a second by Susan Locke to approve the agenda as presented.

**MOTION CARRIED**

**MINUTES APPROVAL:** A motion was made by Bob Giese with a second by Susan Locke to approve the March 31, 2016 minutes as presented.

**MOTION CARRIED**

**Jay Myrechuck abstained from vote**

A motion was made by Bob Giese with a second by Susan Locke to approve the April 7, 2016 Special Audit Meeting minutes as presented.

**MOTION CARRIED**

**Jay Myrechuck abstained from vote**

**ELECTION OF OFFICERS:**

**Bob Giese nominated Su van Houwelingen to be the committee Chair.  
Bob Giese nominated Susan Locke to be the committee Vice Chair.**

**Both individuals accepted the nomination.**

**A motion was made by Bob Giese with a second by Susan Locke to appoint Su van Houwelingen to Chair and Susan Locke to Vice Chair.  
Su van Houwelingen will chair remainder of the meeting.**

**MOTION CARRIED**

**REVIEW & APPROVAL OF DUTIES & RESPONSIBILITIES:**

Finance & Personnel Committee Duties & Responsibilities were reviewed. There were no recommended changes.

**A motion was made by Connie Anderson with a second by Susan Locke to approve the Finance & Personnel Duties & Responsibilities as presented.**

**MOTION CARRIED**

**REVIEW & APPROVAL OF QUARTERLY BUDGET MODIFICATIONS:**

Tanya Marcoe presented the quarterly budget modifications.

**A motion was made by Bob Giese with a second by Susan Locke to approve the quarterly budget modifications as presented.**

**MOTION CARRIED**

**REVIEW & APPROVAL OF APRIL FINANCIAL REPORTS:**

Tanya Marcoe presented the April 2016 Financial Reports.

**A motion was made by Bob Giese with a second by Jim Cleveland to approve the April financial reports as presented.**

**MOTION CARRIED**

**EMPLOYEE STATISTICS**

Scott Sears presented the Employee Statistics.

**OTHER BUSINESS:** Nothing to report.

**ADJOURNMENT:** A motion was made by Jay Myrechuck with a second by Susan Locke to adjourn at 6:15 PM.

**MOTION CARRIED**

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