



**FINANCE & PERSONNEL COMMITTEE MEETING**

**5:15 P.M. Thursday, March 13, 2014**

*Fond du Lac Office*

*19 West First Street*

*Fond du Lac, WI*

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Robert Giese, Susan Locke, Mike Norton,  
Don Skog, Tom Widener

**ABSENT/EXCUSED:** Jim Chatterton, Whitney Pultz, Chuck Tews, William Wuske

**STAFF:** Mike Bonertz, Tanya Marcoe, Scott Sears, Linda Wheeler

**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 Robert Giese and a second by Don Skog to approve the agenda.** **MOTION CARRIED**

**MINUTES APPROVAL:** **Motion made by Connie Anderson with a second by Susan Locke to accept the minutes from January 23, 2014.** **MOTION CARRIED**

**REVIEW AND APPROVAL OF YEAR END DECEMBER 2013 AGENCY WIDE FINANCIAL REPORTS:**  
Tanya Marcoe presented the financial report to the committee. She shared with the committee that the audit will take place the week of March 17. **A motion was made by Mike Norton with a second by Don Skog to approve the December 2013 Year End financial reports.** **MOTION CARRIED**

**REVIEW AND APPROVAL OF JANUARY 2014 AGENCY WIDE FINANCIAL REPORTS:**  
Tanya Marcoe presented January's financial report to the committee. **A motion was made by Connie Anderson with a second by Mike Norton to approve the January 2014 financial reports.** **MOTION CARRIED**

**SPECIAL MEETING TO REVIEW AUDIT - SET DATE**  
The committee decided to schedule Thursday, April 10 at 5:15. The meeting will take place at the Oshkosh office.

**REVIEW AND APPROVAL OF CHANGES TO ORGANIZATION CHART/STAFFING:**  
Mike shared with the committee about proposed changes. Because of additional funding from the Workforce Development Board the Employment and Training Department would like to change 2 part positions to full time and one 0.5 position to 0.7.

**A motion was made by Robert Giese with a second by Susan Locke to approve the addition of 2 part-time positions to full time and one 0.5 position to 0.7.**

**MOTION CARRIED**

Mike also shared that the agency would like to move the Assistant System Administrator part-time (0.5) position to full-time. **A motion was made by Robert Giese with a second by Connie Anderson to approve changing the Assistant System Administrator position from part-time to full-time.**

**MOTION CARRIED**

### **EMPLOYEE STATISTICS**

The committee reviewed the Employee Statistics report presented by Scott Sears

### **REVIEW AND APPROVAL OF MANAGEMENT'S RISK ASSESSMENT:**

Tanya Marcoe went over the recommendations that the management team made. A handout was presented to the committee with details. **A motion was made by Connie Anderson with a second by Mike Norton to approve and implement the recommendations made by the auditors for the Risk Assessment.**

**MOTION CARRIED**

### **CHOOSE REPRESENTATIVE FOR NOMINATIONS COMMITTEE:**

The committee nominated Tom Widener to be on the nominations committee. **A motion was made by Robert Giese and a second by Connie Anderson to approve Tom Widener's nomination.**

**MOTION CARRIED**

### **OTHER BUSINESS:**

Mike shared that the sale of the Berlin Office was completed and ADVOCAP now official owns the building.

### **CLOSED SESSION - REVIEW ISSUES REGARDING PERSONNEL MATTER:**

**A motion was made by Don Skog and a second by Robert Giese to go into closed session at 5:47 pm.**

**MOTION CARRIED**

**A motion was made by Mike Norton and a second by Susan Locke to come out of the closed session at 6:05 pm.**

**MOTION CARRIED**

### **ADJOURNMENT:**

**A motion was made by Don Skog with a second by Mike Norton to adjourn at 6:05 pm.**

**MOTION CARRIED**

**MINUTES BY:** Linda Wheeler, Executive Administrative Assistant  
Connie Anderson, Board President