



**FINANCE & PERSONNEL COMMITTEE MEETING**  
**5:15 P.M. Thursday, July 10, 2014**  
*Fond du Lac Office*  
*19 West First Street*  
*Fond du Lac, WI*

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Robert Giese, Don Skog, Bill Steimel, Tom Widener, William Wuske

**ABSENT/EXCUSED:** Jim Chatterton, Susan Locke, Mike Norton, Joe Preisler, Whitney Pultz,

**STAFF:** Mike Bonertz, Tanya Marcoe, Doug Pearson, Lu Scheer, Scott Sears, Jason Vander Velden, Linda Wheeler

**CALL TO ORDER:** The meeting was called to order at 5:20 pm. by Tom Widener. A quorum was present.

**AGENDA** Mike asked to add item to the agenda - possible purchase of duplex in Berlin.  
**Motion was made by William Wuske and a second by Don Skog to approve the agenda with addition.**

**MOTION CARRIED**

**MINUTES APPROVAL:** On hearing no changes to the minutes of April 10, 2014 they were declared approved as presented by Tom Widener.

**MOTION CARRIED**

**ELECTION OF OFFICERS:**  
Motion made by Robert Giese with a second by William Wuske to nominate Tom Widener as Chair.

**MOTION CARRIED**

Motion made by Robert Giese with a second by Don Skog to nominate William Wuske as Vice-chair.

**MOTION CARRIED**

**REVIEW AND APPROVAL OF DUTIES AND RESPONSIBILITIES:**  
Motion made by Connie Anderson with a second by Robert Giese to approve the duties and responsibilities of the committee as is.

**MOTION CARRIED**

**REVIEW AND APPROVAL OF QUARTERLY BUDGET MODIFICATIONS**  
Tanya Marcoe presented the budget modifications to the committee. There will be a increase in the amount for consultants/Audit/Legal. A motion was made by William Wuske with a second by Connie Anderson to approve the Quarterly Budget Modifications.

**MOTION CARRIED**

**REVIEW AND APPROVAL OF MAY 2014 AGENCY WIDE FINANCIAL REPORTS:**

Tanya Marcoe presented the financial report for May to the committee. **A motion was made by Don Skog with a second by Bill Steimel to approve the May 2014 financial reports.**

**MOTION CARRIED**

**REVIEW AND APPROVE ORGANIZATIONAL CHART CHANGES FOR BUSINESS DEVELOPMENT AND EMPLOYMENT AND TRAINING**

Mike requested modifications to both the Business development and Employment and Training departments to add positions due to an increase in funding. **A motion was made by Connie Anderson with a second by William Wuske to approve additions to the organizational charts in Business Development and Employment and Training.**

**MOTION CARRIED**

**REVIEW AND APPROVAL OF WEATHERIZATION VEHICLE BIDS**

Jason Vander Velden shared with the committee that there were 2 vehicles that warrant replacement. He presented the committee with a breakdown from 4 dealerships. He recommended going with the low bidder. Bill Steimel suggested contacting the manufacturer directly the next time a department is needing vehicles. Often times they will have special pricing for non-profits. **A motion was made by Robert Giese with a second by Bill Steimel to purchase 2 vehicles from the Mike Burkart Dealership.**

**MOTION CARRIED**

**REVIEW AND APPROVAL OF PURCHASING A DUPLEX IN BERLIN**

Lu Scheer reported that ADVOCAP had received a HUD grant for Permanent Supportive Housing in the amount of \$250,000. A part of that grant (\$120,000) was to purchase and rehab a duplex in the city of Berlin. The balance would be used to provide staff support for the low income tenants in that building. The grant will officially start as of September first. We had been told by HUD that if we found a building earlier than the beginning of the grant period we should contact them to see if they can allow us to use the funds earlier. A duplex in Berlin has become available and would work for this purpose. Both units in the duplex are currently vacant. Lu has contacted HUD and is awaiting authorization to use the HUD funding sooner than the september date. **A motion was made by Robert Giese with a second by Bill Steimel to approve making an offer to purchase the Berlin duplex contingent on financing from HUD and that the results of a home inspection performed on the property indicates an affordable amount of rehab needed.**

**MOTION CARRIED**

**EMPLOYEE STATISTICS**

The committee reviewed the Employee Statistics report presented by Scott Sears. Scott highlighted the involuntary separations and gave details for the committee.

**CLOSED SESSION – EMPLOYEE COMPENSATION ISSUE**

**A motion was made by William Wuske with a second by Robert Giese to enter into closed session at 6:05 pm**

**MOTION CARRIED**

**A motion was made by Robert Giese with a second by William Wuske to move out of the**

**closed session at 6:25pm**

**MOTION CARRIED**

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**OTHER BUSINESS:**

No other business at this time

**ADJOURNMENT:**

**A motion was made by William Wuske with a second by Bill Steimel to adjourn at 6:31 pm.**

**MOTION CARRIED**

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