



FINANCE & PERSONNEL COMMITTEE MEETING

5:15 P.M. Thursday, September 11, 2014

*Oshkosh Office
2929 Harrison St
Oshkosh, WI*

MEETING MINUTES

PRESENT: Connie Anderson, Jim Chatterton, Robert Giese, Susan Locke, Mike Norton, Don Skog, Bill Steimel, Tom Widener, William Wuske

ABSENT/EXCUSED: Joe Preisler, Whitney Pultz,

STAFF: Mike Bonertz, Tanya Marcoe

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

MOTION CARRIED

REVIEW AND APPROVAL OF QUARTERLY BUDGET MODIFICATIONS

Tanya Marcoe presented the budget modifications to the committee. The budget was presented with an overall increase in revenue of 2% and an increase in expenses of 1% from the last quarter. ADVOCAP received new funding which comprises most of the change in revenue and expenses. **A motion was made by Jim Chatterton with a second by Mike Norton to approve the Quarterly Budget Modifications.**

MOTION CARRIED

REVIEW AND APPROVAL OF JULY 2014 AGENCY WIDE FINANCIAL REPORTS:

Tanya Marcoe presented the financial report for July to the committee. **A motion was made by Mike Norton with a second by Jim Chatterton to approve the July 2014 financial reports.**

MOTION CARRIED

EMPLOYEE STATISTICS

The committee reviewed the Employee Statistics report presented by Mike Bonertz. Mike mentioned that the Headstart are returning. Mike noted that there was one involuntary separation and gave details to the committee. **A motion was made by Robert Giese with a second by Bill Steimel to accept the Employee Statistics as presented.**

MOTION CARRIED

CLOSED SESSION – PERSONNEL MATTER

A motion was made by Don Skog with a second by Susan Locke to enter into closed session at 5:33 p.m.

MOTION CARRIED

A motion was made by Mike Norton with a second by Robert Giese to move out of the closed session at 5:44p.m.

MOTION CARRIED

OTHER BUSINESS:

The Board made a recommendation to management that better documentation be made regarding employee reprimands, employee disciplinary actions and employee performance reviews.

ADJOURNMENT:

A motion was made by Mike Norton with a second by Jim Chatterton to adjourn at 5:48 p.m.

MOTION CARRIED

MINUTES BY: Tanya Marcoe, Finance Director