



**FINANCE & PERSONNEL COMMITTEE MEETING**

**5:15 P.M. Thursday, October 8, 2015**

*Oshkosh ADVOCAP Office*

*2929 Harrison Street*

*Fond du Lac, WI*

**MEETING MINUTES**

**PRESENT:** Connie Anderson, Jim Cleveland, Bob Giese, Susan Locke, Don Skog, Tom Widener

**ABSENT/EXCUSED:** Jim Chatterton, Joe Preisler, William Wuske

**STAFF:** Tony Beregszazi, Mike Bonertz, Tanya Marcoe, Scott, Sears, Lea Wiesen

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

**AGENDA** Mike Bonertz added Food & Nutrition Bids to the agenda and asked that they be presented between item numbers 4&5.

**Motion was made by Don Skog with a second by Bob Giese to approve the agenda with the addition.**

**MOTION CARRIED**

**MINUTES APPROVAL:** Motion was made by Bob Giese with a second by Susan Locke to approve the September 10, 2015 minutes as presented.

**MOTION CARRIED**

**REQUEST TO RENEW FOOD & NUTRITION CATERER CONTRACTS FOR 2016:**

Tony Beregszazi indicated that when we approved the food bids for 2015, we did so for 3 years with the understanding that if increases were unreasonable that we would go out for bid again. He presented the current proposals for the Food & Nutrition contracts. It was recommended that we pay the proposed increases of 3% to Canteen and 4% to Pickett in order to keep our current caterers. Our staff and recipients have been very pleased with these caterers and their costs remain below offers we have received in the past.

**A motion was made by Bob Giese with a second by Don Skog to keep the current caterers and pay their proposed rates of 3% increase for Canteen and 4% increase for Pickett.**

**MOTION CARRIED**

**REVIEW AND APPROVAL OF AUGUST 2015 AGENCY-WIDE FINANCIAL STATEMENT AND BALANCE SHEET**

**A motion was made by Jim Cleveland with a second by Susan Locke to**

**approve the financial statement and balance sheet as presented.**

**MOTION CARRIED**

**REVIEW AND APPROVAL OF 2016 WAGES & BENEFITS PLAN:**

Mike presented the 2016 Wage & Benefit Plan. The wage portion includes a 2% adjustment to the salary structure, a 2.5% staff salary increase, and a request to keep the retirement contribution the same at 5%. The Benefit portion includes no increase to the Health Insurance, Dental Insurance is yet to be determined but is paid 100% by the staff member.

**A motion was made by Connie Anderson with a second by Jim Cleveland to approve the Wage / Salary request.**

**MOTION CARRIED**

**A motion was made by Don Skog with a second by Bob Giese to approve the continued 5% Retirement Contribution request.**

**MOTION CARRIED**

**REVIEW AND APPROVAL OF RETIREMENT PLAN AUDIT:**

Tanya Marcoe presented the retirement plan audit that was prepared by Hawkins Ash.

**A motion was made by Bob Giese with a second by Don Skog to approve the Retirement Plan Audit as presented.**

**MOTION CARRIED**

**EMPLOYEE STATISTICS**

The committee reviewed the Employee Statistics report presented by Scott Sears.

**OTHER BUSINESS / ANNOUNCEMENTS:**

Mike announced that the Fatherhood grant was not funded. ADVOCAP scored a 94 out of 100, but unfortunately it was not enough. Many that were funded did more research oriented and were in larger cities. Mike stated that employees funded by Fatherhood funds have been encouraged to apply with-in the agency.

The Volunteer Recognition Dinner will take place next Wednesday, October 14<sup>th</sup> at 4:00 pm at La Sure's in Oshkosh for Winnebago County Volunteers.

**ADJOURNMENT:**

**A motion was made by Don Skog with a second by Susan Locke to adjourn at 6:04 p.m.**

**MOTION CARRIED**

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