



FINANCE COMMITTEE MEETING MINUTES

Date: November 16, 2017

Time: 3:00 p.m.

Call to Order

3:00 p.m.

Roll Call

Members present: Mary Biel, Tina Hubert, John Phillips at 3:11, and Sandra West, Sara Zumwalt

Others present: Leslie Bednar, Adrienne Elam, Colleen Dettenmeier, Rhonda Johnisee, and Shirley Paden

Approval of Minutes

From Oct 12, 2107 – Motion to approve by Sandra West, seconded by Mary Biel. Motion approved.

Unfinished Business - None

New Business

- October 2017 Bills – Motion to accept by Sandra West, seconded by Tina Hubert. Motion carried by unanimous roll call vote. Sandra West questioned if the repair to HVAC from last meeting was looked into. Adrienne Elam replied, yes and shared that it was a timing issue because there was water gushing out of it, it was repaired. Sandra West questioned if the check #19020 to Kodiak was analyzed to determine if the door needed replaced. Adrienne Elam replied Linda Petty is very cost conscious. Sandra West questioned was check #19025 to Scheffel Boyle for the entire audit. Adrienne Elam shared, yes it was paid from three different funds. Sara Zumwalt questioned if check #19023 to Quest was for pre-employment or for post-accident drug screening. Adrienne Elam replied that it was for both. Sandra West questioned when did Plinkit dissolve and why are we now issuing refunds? The Plinkit project ended approximately 3 years ago. Leslie Bednar shared that we weren't just holding on to it, there were other states involved and that we held out to make sure that the collaborative wasn't expecting funds from us in return.
- October 31, 2017 Financial Reports – Motion to accept by Tina Hubert, seconded by Mary Biel. Motion carried by unanimous roll call vote.

- Part-Time Accounting Intern Recruitment – Motion to accept by Tina Hubert, seconded by Sandra West. Motion carried by unanimous roll call vote. – Sara Zumwalt turned this over to Adrienne Elam. Adrienne Elam shared that due to funding and budget cuts we have been working with the staff that we have. There was a lot of discussion about this part-time position. This committee has agreed to recommend this permanent part-time Accounting position to the Executive Committee.
- Human Resources Generalist Full-Time New Position – Motion to accept by Tina Hubert, seconded by John Phillips. Motion carried by unanimous roll call vote. – Sara Zumwalt turned this over to Leslie Bednar for presentation. There was discussion about this full time position and it was determined that it is needed. This committee has agreed to recommend this full-time Human Resources position to the Executive Committee.
- Additional Bank Signers – Motion to accept by Sandra West, seconded by Tina Hubert. Motion carried by unanimous roll call vote. Adrienne Elam shared that there are names that need to be removed and a need for additional signers. We are waiting on the bank affidavit. It was suggested that the financial procedures be changed to allow certain staff position levels be designated signers.
- Personnel - Motion to move to executive session by Sandra West, seconded by Tina Hubert. Entered Executive session at 3:48 p.m. Discussions held. Executive session ended at 4:12pm. This is tabled for future discussion after the questions that Sara Zumwalt sends to Adrienne Elam are answered. There was a request for a special Finance Committee meeting to be held on November 28, 2017 at 3:00 p.m. Mary Biel and John Phillips will not be at the event but they will be available via zoom.

Next Steps - None

Next meeting – Special meeting on November 28 at 3:00 p.m. The regular meeting will be on Thursday, December 14, 2017 at 3:00 p.m.

Public Comment - None

Announcements – None

Adjournment

4:20 p.m. Motion to approve by Sandra West, seconded by John Phillips. Motion approved.