

Finance Committee Meeting Minutes Tuesday, November 12, 2013 – 10:00 AM

Committee Members present: Mr. Martinez, Mr. Bartz, Mr. Beregszazi

Others present: Mr. Friedl, Ms. Reinke, Mr. Stelter, Mr. Joel Joyce, Partner with RPB

Call to Order

Meeting was called to order at 10:03 AM by Mr. Martinez.

Approval of 5/7/13 meeting minutes (*Action Item*)

Minutes from the May 7, 2013 meeting were approved first by Mr. Bartz and second by Mr. Martinez. All were in favor and motion carried.

Review with Joel Joyce – Partner, RPB

Mr. Joyce reviewed the audit report and management letter covering 2011 results with 2012 noting the decrease in revenue and improvement in performance. While the audit is still a draft, Mr. Joyce commented very favorably that he felt there would be no findings or questionable costs/areas.

Discuss summary of major changes to Proposed OMB Uniform Guidance Issued 2/1/13

Mr. Friedl spoke on the ‘proposed’ upcoming changes of the OMB Circulars. No action needed at this time.

Review and approval of:

a. Credit card statements

Credit card statements from July, August and September were handed out for review. One question that was raised was why we still have a charge for Workforce Economics, Inc. Ms. Reinke to check with Mr. Hesse and get back with the Finance Committee. Credit card statements were approved first by Mr. Beregszazi and second by Mr. Bartz. Following the meeting, Ms. Reinke met with Mr. Hesse to cancel the Workforce Economics website account. This service was canceled on November 15, 2013

b. Check registry

Question arose of checking over the entire check registry versus only being made aware of single purchases over a \$5,000 amount. *A motion was made to review all checks written – excluding sub-contractors and colleges – for single purchases over \$5,000 by the Finance Committee instead of every check. Motion first by Mr. Beregszazi and second by Mr. Bartz. All were in favor and motion carried.*

c. Review financial information and expenditure reports

All financial information and reports had been sent along with the monthly reports. No questions asked or action needed on the review.

Schedule next meeting

Mr. Martinez agreed to speak on behalf of the Finance Committee at the full Board meeting on November 21st. Question was raised if there was a preferred time for the finance committee to

meet – was unanimous that afternoon seemed to be best. Ms. Reinke to schedule the next Finance meeting for week of February 3rd with details to follow.

Adjournment

Motion to adjourn first by Mr. Martinez and second by Mr. Beregszazi. All were in favor and meeting adjourned.

Minutes approved at 2/3/14 meeting