

# Personnel and Finance Committee

## Minutes

November 5, 2019

6:00-7:00pm at Chef's Table

Members: Carol Coles, Dennis O'Neil, Tami Labul, and Kirk Doyle

Absent: Jesse Sillanpaa, Irv Faunce

Other Board Members Present: Cherieann Harrison, Josh Robbins

Staff Present: Tina Meserve, Kris Pottle

---

1. Review the procedure for signing warrants - The committee will split into two teams for signing warrants. The first team is Kirk Doyle, Carol Coles, Tami Labul They will sign every other month starting in November. The second team is Irv Faunce, Dennis O'Neil, Jesse Sillanpaa. They will sign every other month starting in December. The signing will typically occur in the 3rd week of the month. A reminder will be sent each month.
2. Review 1st Quarter Financial Report - We provided an overview of our full financial document. Discussion included the cost centers, the percent of the payrolls complete, and purchasing/payout timelines for supplies, technology, library books, and debt service. Extended Year Program was overspent by approximately 10,000 due to an error in planning. The communication budget was under-budgeted and is slightly over budget. We discussed the connection between the wage/benefit line and substitute lines. When positions are unfilled and substitutes are used lines will indicate those positive or negative balances. Overall the budget is on target with expectations.  
We will provide a summary budget report to the full Board in folders monthly, and present a summary report to the Board quarterly. The finance committee will review the full detailed budget quarterly.
3. Personnel: Update on open positions; the list was provided to the committee. The discussion will occur at the December meeting.
4. Board pay rate - the rate will stay the same this year. If the board wants to increase the rate then there would need to be a warrant question on the budget validation referendum. The three sub-committee meetings will be included in the compensation at the current rate of \$15.00 a meeting