

**Ways and Means Committee Meeting
White, CHAIRMAN
Sundell, and Logan**

Thursday, August 27, 2020

**5:00 PM- NEW TIME
CONFERENCE ROOM 420**

MINUTES

1. Call to Order
Chairman White called the meeting to order at 5:00 p.m.
2. Roll Call
Present: White, Sundell, and Logan. Staff: Miller, Lees. Virtual: West, Hendon, and Stratton
3. Public Input- none
4. Approval of Minutes of July 23, 2020
Sundell moved to approve the July 23, 2020 minutes as amended and Logan seconded. Motion carried.
Logan moved to amend #7, bullet point 3 to read 5:00 pm and Sundell seconded. Motion carried.
5. Recommendation to Commission the approval of July Financial Statements and Billings (Resolution 21-04)
Logan moved to recommend to Commission the approval of July Financial Statements and Billings and Sundell seconded. Motion carried.
Stratton reported the following:
 - End of month cash \$698,249. Overall, cash decreased by \$97k. Our results of operations were positive \$10,393. The cash flow statement on Page 3 reconciles the changes in cash to the results of operations.
 - Accounts Receivable at the end on the month was \$536k and is composed of \$289k in federal funds, \$202k in state funds, and \$45k in local funds.
 - Accounts Payable at the end of the month was 244.5k and \$243k is direct pass-thru money for contract services and consultants included in AR.
 - Total Billings for July were \$191.5k less direct pass-throughs of \$115.2k = operating revenue of \$76.3k for 22 working days.
 - Total Expenses for June were \$181.1 less direct pass-throughs of \$115.2k = operating expenses of \$65.9k
 - July results in a surplus of \$10.4k

6. Discussion of change to credit card policy.

- Miller discussed the Commission having a credit card. Auditors recommended a Commission credit card in Commission name.
- Stratton said this is for internal control. Morton Community Bank option is to have 1 single account but have different cards for different person, not a shared card, more convenient for travel.
- Logan asked what is limit on card? Miller responded \$5,000. So, this is for better accounting not better control.
- Miller said we are not increasing amount just individual cards and limits.
- White asked who will set the limits?
- Miller said we will set a limit and we can increase or decrease limits at any time.
- White then asked how do we recognize who has a card?
- Sundell said she has no problem for employees to use credit card if needed.
- White said we need more guidelines and should bring this back to committee.
- Miller said we will come back with amended credit card policy.

7. Other

- Crawford mentioned how please he is on attendance for Ways & Means.
- Logan asked about the bills for support contracts and the amounts.
- Miller explained these are yearly renewal for GIS, Facet support. He also mentioned that we need a new firewall for server and Facet is putting a proposal together.

8. Adjournment

Logan moved to adjourn at 5:24 p.m. and Sundell seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Transcribed by Debbie Ulrich