

FINANCE COMMITTEE
MINUTES
June 26, 2023

A. CALL TO ORDER

The Town of Wellington Finance Committee meeting was called to order by Chair Christine Gaiter, on June 26, 2023 at 6:01 p.m. at the Town of Wellington. The meeting is being recorded and live streamed.

Attendance:

Chair Christine Gaiter

Jesy Andreen remote

Dominic Baranyi

Sara Knaack

Pat Johnson

Jason Mellin

Nic Redavid

Others in attendance:

Jon Gaiter, Trustee Liaison

Janice Foster, Accounting & Budget Analyst

Patti Garcia, Town Administrator remote

Ethan Muhs, Town Clerk

B. PUBLIC INVITED TO BE HEARD

No Public comment was heard.

C. ACTION ITEMS /DISCUSSION ITEMS

1. Minutes from 05/15/2023 were approved. The motion was made by Nic Redavid and seconded by Sara Knaack.
2. Finance Committee Officer Elections
 - Nic Redavid nominated by Chair Gaiter, won by acclamation
 - Nic nominated Dominic to be Vice Chair, won by acclamation
 - Pat nominated by Jason to continue the Secretary position, won by acclamationNick took over running the meeting at this point.
3. Reviewed the amended Finance Committee Bylaws
 - Discussed the scheduling of meetings when they fall on a holiday. The decision was made to reschedule the meeting only if it falls on the Town holiday schedule.
 - Absences of the committee membersMotion by Christine Gaiter to accept the changes to the Bylaws as revised, seconded by Dominic. Motion carried.
4. 2023 Q1 Financials

As Janice was going through financial reports, trying to reconcile them, discrepancies were found. A discussion of those issues was held

5. Financial Policy Information

- a. Purchasing Policy – tabled for now. Pat will edit the current one and send to the committee.
- b. Purchasing Card Policy - Monthly VISA statements for May 21 – June 19, 2023 were discussed:
 - What does threshold mean
 - What does signing authority mean
 - Ask employees to not spend on meals, Duluth
 - Supporting receipts: the committee asked where they are kept and if a record of the audits completed on PCards could be provided.
- c. Cash Handling Policy
 - Dominic will create one to bring to the committee. Chain of custody needs to be included.
- d. Accounts Payable Policy

D. REPORTS

1. Staff Communications

- The Town has put out a Request for Qualifications for a Finance Director/Treasurer. Three responses were received with Zoom interviews occurring on 7/5.
- An update on the 2021 audit was expected. It isn't ready due to a family emergency of the auditors. The Town has started working on a checklist of requested 2022 documents.

2. Finance Committee Reports

- Nic will miss the July meeting. 7/17
- Trustee Gaiter presented a software package (\$4-6,000) to allow citizens to build a budget. How much community engagement would we expect? Has it made a difference in those entities where it was used? Some thought that it wouldn't be beneficial.
- Christine wondered about the 2022 Financial reports being taken off the website. Patti will have them put back up.
- What can be done to assist in straightening the Finance department out?
 - Work session to discuss finance issues with employees - What are current operations and what can we do to fix it?
 - Bring Caselle in for training.

E. ADJOURN

The meeting was adjourned at 8:15 PM.

Pat Johnson

Finance Committee Secretary