

Financial Accountability Task Force Minutes
2-17-23
8:30am

Meeting called to order at 8:30am by Jennifer Jasper-Lucas.

Jennifer Jasper-Lucas, Sherry Hoffman, Bill Wulfeck, Diana Niceley, Emi Randall, Tyson Hermes, Jessica Fette, Kara Kramer and Rebecca Reckers were in attendance.

The Management Notes from the recent audit were discussed. Kara explained that each department is responsible for reviewing data each month from the WEX reports and looking for any abnormalities. Kara also explained that each department will have a line item in their budget for Public Awareness in the 23/24 Fiscal Year Budget.

We reviewed a list of employees who have access to city credit cards and Kara explained the process for purchases. All purchases must have a Purchase Order before hand other than gas and utilities. Kara monitors all purchases to ensure that they are city related and not personal.

We reviewed a list of all city vehicles, usage and which were take home. Several attendees questioned why public works employees would need take home vehicles, specifically non-exempt employees.

We also discussed usage policies for take home vehicles. A request was made to review mileage data for take home vehicles and to see the usage policies.

Members will bring ideas to our next meeting for a Task Force mission statement.

We will meet again on March 3rd to review the mileage data for take home vehicles and usage policies. Mr. Hermes suggested that this task force meet at least annually after the annual audit to review management notes and a plan to address them and after that if necessary.

The meeting was adjourned at 9:45 am with a motion by Rebecca Reckers and a second by Diana Niceley.