

Finance Committee  
Monday, February 13, 2017  
4:30 p.m.  
Hagerty Center, 715 E. Front St., Traverse City, Michigan 49686

**draft-MINUTES-draft**

Committee members present: Jim Cook, Amanda Haworth, Steve Perdue, Kelli Stepka, Nicole Sulak  
Committee members absent: Jim Barnard, Ken Bollman, Dean Smallegan, Jim Smith, John Stakoe, Tom Vine, Chris Warren, Ty Wessell  
Staff present: Darla Rowland

**Call to order & introductions**

The meeting was called to order by S. Perdue at 4:39 p.m.

**Minutes**

The Finance Committee minutes of December 12, 2016 were reviewed and approved by consensus.

**Networks Northwest budget report ending 12/31/16**

Darla Rowland presented the budget report for the first three months of FY17, ending December 31, 2016. Expenditures are at 34.4%. The report contains the remaining Workforce Innovation and Opportunity Act (WIOA) Administration funds from the PY16 allocation. The WIOA Admin fund is comprised of the admin portion of WIOA Adult, Dislocated Worker and Youth. While the allocations were determined months ago, the state has to issue a Grant Action Notice (GAN) before the funds are available to us. The state did not release the GAN until December.

The other budget increase is in the Skilled Trades Training Fund (STTF). Four companies completed training adding \$59,084 to STTF.

Motion by J. Cook, supported by K. Stepka to recommend the Networks Northwest budget report, for board acceptance. Motion passed.

**Northwest Michigan Works! Inc. budget report ending 12/31/16**

Darla Rowland presented the budget report though December 31, 2016 for Northwest Michigan Works! The Northwest Michigan Works! reports are a subset of the Networks Northwest report and provide more detailed information for the workforce funds.

The recommendation for the Northwest Michigan Works! Inc. budget report to be accepted by the board included in the motion for the Networks Northwest budget.

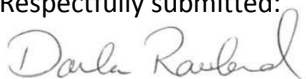
**Financial Policy Review**

Steve was contacted by Jim Frendt of Abraham & Gaffney as part of the audit process. One of the areas reviewed was oversight of management processes for identifying and responding to fraud risks and controls to mitigate those risks. Steve requested Darla to provide a list of financial policies. The committee agreed to review the policies and how they are enforced. The Authorized Signatory, Charge Card, Check Signing, and Financial Oversight and Management policies will be reviewed at the April meeting.

**Adjourn**

The meeting was adjourned at 5:00 p.m.

Respectfully submitted:



Darla Rowland

Finance Committee  
Monday, April 10, 2017  
4:00 p.m.

Hagerty Center, 715 E. Front St., Traverse City, Michigan 49686

**draft-UNOFFICIAL MINUTES-draft**  
(No Quorum)

Committee members present: Jim Barnard, Jim Cook, Steve Perdue, Jim Smith  
Committee members absent: Ken Bollman, Amanda Haworth, Dean Smallegan, John Stakoe, Kelli Stepka, Nicole Sulak, Tom Vine, Chris Warren, Ty Wessell  
Staff present: Darla Rowland

Call to order & introductions

The meeting was called to order by S. Perdue at 4:10 p.m.

Minutes

The Finance Committee minutes of February 13, 2017 were reviewed.

Networks Northwest budget report ending 2/28/17

Darla Rowland presented the budget report for the month ending February 28, 2017. Expenditures are at 50.9%. The report contains several new funds, which are listed on the budget report. The report also reflects increases in Wagner-Peyser Employment Services and Reemployment Services and Eligibility Assessment (RESEA) Work Based Training. Eight companies completed Skilled Trades Training Fund (STTF) training for a year to date total of \$154,501.

Northwest Michigan Works! Inc. budget report ending 2/28/17

Darla Rowland presented the budget report though February for Northwest Michigan Works! Expenditures are at 47.7% for Northwest Michigan Works!

Financial Policy Review

The committee reviewed the Authorized Signatory, Charge Card, Check Signing, and Financial Oversight and Management policies. D. Rowland gave an overview of each policy and explained how it is enforced. While the policies bear the name Northwest Michigan Council of Governments and refer to the COG and Workforce Development boards, the policies do not require updating. The legal status of the boards and official name of the agency has not changed. The boards have an agreement to function as a single board. The agency is operating under the dba Networks Northwest, yet the legal name remains the Northwest Michigan Council of Governments.

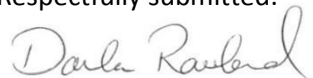
S. Perdue noted that the Finance Committee is not specifically mentioned in the Financial Oversight and Management policy and questioned whether the policy should be modified to include the committee's role. D. Rowland will verify that the role of the committee is addressed in governing documents that are referenced in the Financial Oversight and Management policies.

The committee will review the following policies at the June meeting: NMW Investment, NWMCOG Investment, Petty Cash, and Procurement.

Adjourn

The meeting was adjourned at 4:47 p.m.

Respectfully submitted:



Darla Rowland