Winona Area Public Schools
Finance Committee
9/8/2022 Minutes
1:00 p.m. in person
District Office Conference Room

Members Present: *Steve Schild, Nancy Denzer, Sarah Slaby*

Members Absent: *Karl Sonneman, Dr. Annette Freiheit*

Others Present: *Emily Solheid, Alexandra Retter (Winona Post)*

Call to Order/Welcome
Welcome & Attendance (called to order at 1:00 pm)

Winona Health Services Contract
● A contract allowing Winona Health to use space within Winona Area Public Schools to provide health services to students at no cost to the district and recommended to move forward to the consent agenda.

Hiawatha HomeCare Contract
● A contract for nursing services needed for a student to attend school was discussed. The position has been posted and at this point has not been able to be filled with an employee. Several questions were raised regarding the position such as whether or not it is Third Party billable (yes), how many hours of service are we estimating we will need the person for (6.5 hours per day x 164 days), how much time will the nurse be needed related to transportation (2 hours per day x 164 days). The contract was recommended to move forward for board approval.

Non-Affiliated Policies - Employees, Managers, Directors
● Emily Solheid, Human Resources Director, joined the Finance Committee to discuss recommended changes to the Non-Affiliated Policies. Changes to the Non-Affiliated Employee Policy include salary schedule cleanup, retroactive step increase, 2.5% salary schedule increase, and $0.50 increase to the severance payment. Changes to the Non-Affiliated Manager and Director Policies include retroactive step increase, $35/day added to each cell, career increment increase. The policies were recommended to move forward for board approval.

Positive Pay /ACH Block Filters
● Director Slaby brought forward a recommendation to move ahead with enlisting the district in Positive Pay/ACH Block protection through Merchants Bank to add a layer of fraud protection. These services come at a cost of $720 annually. The contract was recommended to move forward for board approval.

Preliminary Levy
● Director Slaby shared preliminary levy numbers for the 22PAY23 levy posted by the MN Department of Education. The recommendation was made to share the information with the board while certifying the MAXIMUM preliminary levy

Review Meeting Minutes
- Meeting minutes for the 8/11/2022 meeting were moved on to the consent agenda by the Committee.

Review of the Consent Agenda Items

- The consent agenda for the next board meeting was brought to the committee for review.
    - Payment Register (summary and detail)
        - Document reflects August 2022, recommended to move on to consent agenda
    - Consent Agenda
        - Document reflects August, recommended to move on to consent agenda
    - 2022 Budget Analysis recommended to move on to consent agenda, noted it is not final
        - 2022 General Fund revenues as of 6/30/22 at 100.01% of budget
        - 2022 General Fund expenditures as of 6/30/22 at 98.87% of budget
    - 2023 Budget Analysis recommended to move on to consent agenda
        - 2023 General Fund revenues as of 8/31/22 at 4.45% of budget
        - 2023 General Fund expenditures as of 8/31/22 at 11.37% of budget

COVID-19 Grants

- An updated snapshot of the COVID-19 related grants as of 8/31/2022 was provided and passed along to the consent agenda.

Cash Flow Data

- Cash balance data as of 8/31/2022 was provided for committee members and was forwarded on with the monthly consent agenda to the board.

Adjournment

- Meeting adjourned at 1:57 pm.