

## **ONEIDA-VILAS TRANSIT COMMISSION EXECUTIVE COMMITTEE MINUTES**

**July 21, 2016**

*ATTENDANCE:* Bill Freudenberg, Bob Mott, and Erv Teichmiller. Also present: Dianne Jacobson and Jim Altenburg

*CALL TO ORDER:* Teichmiller called the meeting to order at 8:06 a.m. at the Transit Commission office in Rhinelander noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

*APPROVAL OF AGENDA:* Motion by Mott to approve Agenda in any order as per the chair with a second by Freudenberg. Motion Carried.

*APPROVAL OF MINUTES FROM July 7, 2016:* Motion by Freudenberg to approve minutes second by Mott. Motion Carried.

*PUBLIC COMMENT:* None

*REVIEW FINANCIAL STATUS:* Discussed income from all sources and when to expect money. Discussed anticipated expenses and to make sure to stay within budget for both administrative and transportation expenses. Budget review at regular board meeting

*REVISION PERSONNEL POLICY:* Discussed the various personnel position and how/if benefits fit for each position. Discussed if Office Manager position should be exempt or non-exempt. Teichmiller working with attorney on policy.

*PURCHASING POLICY:* Treasurer Freudenberg presented options for debit or credit card purchases. Consensus to look at various credit card options and Freudenberg to present to full board.

Motion by Freudenberg with a second by Mott to adjourn the meeting at 9:36 a.m.

*Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.*

Respectfully submitted by:

Barb Newman, Administrative Assistant

Oneida-Vilas Transit Commission