

**FINANCE COMMITTEE**  
**November 15, 2023 @ 6:00 PM**

Steve Thorn called the meeting to order.

**Roll Call:** Fiscal Officer Maryann Fabian, Steve Thorn (Chair), Kevin Maloney, Nina Schroeder

**Others Present:** Council President Tammy Meyer

- ❖ Minutes from October 11 were read, and Steve moved to approve; Nina seconded; all voted in favor.
- ❖ October Financial Reports were reviewed, and Steve moved to send said reports before council; Nina seconded; all voted in favor.

**New Business:**

- Legislation:

**ORD 2023-55** AN ORDINANCE AUTHORIZING CERTAIN ADJUSTMENTS TO THE 2023 APPROPRIATIONS AND DECLARING AN EMERGENCY.

- ❖ Steve moved to send ORD 2023-55 before council; Nina seconded; all voted in favor.

**ORD 2023-56** AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 173 OF THE CODIFIED ORDINANCES OF THE VILLAGE OF MANTUA REGARDING MUNICIPAL INCOME TAX, AND DECLARING AN EMERGENCY.

- ❖ Steve moved to send ORD 2023-55 before council; Nina seconded; all voted in favor.

**ORD 2023-57** AN ORDINANCE ESTABLISHING PAY SCALES AND POSITIONS OF FULL AND PART TIME EMPLOYEES OF THE VILLAGE OF MANTUA, REPEALING PRIOR INCONSISTENT ORDINANCES, AND DECLARING AN EMERGENCY.

- ❖ Steve moved to send ORD 2023-55 before council; Nina seconded; all voted in favor.

- Action Items:

- Convey Treasury Investment Board legislation request to Michele and discuss options for a sixth member with fiduciary background and incorporating language specific to “reasonable conflict of interest” and “not to exceed” limitations. Continue discussion in February 2024. *(Steve)*
  - Wisely earn money using low-risk investment opportunities.
- Recommend revisions to Ord. 121.03 Article V. “Order of Business.” *(Steve/Nina)*
  - Increase opportunities for community engagement at public meetings, and increase efficiency.
- Record minutes to convey minute-writing template recommendations at December meeting. *(Nina)*
  - Create a template/example to generate ideas for uniform minutes across committees/council.
- Answer questions asked about July-October appropriation statuses, expenditures, and donations. *(Maryann)*
  - Explain anomalies across various line items; verify citizen donation.
- Create official administrative Facebook page. *(Maryann)*
  - Relay legislation, community events, meeting notifications, job postings, etc.

- Recommendations:

- Form Hiring and Processes Subcommittee.
  - Better define and make consistent hiring/administrative policies; create operational SOPs.
- Approve one-year or three-year contract for Hinkle Annual Financial Data Reporting System.
  - Consider completing year-end notes in-house eventually.
- Submit New Council Member Orientation rules to council.
  - Create a system to onboard new members efficiently.

- Revise master monthly meeting schedule.
  - Combine schedules for efficiency, reduce the number of days members must attend meetings, and decrease the length of meetings.
- Discussions:
  - UAN report exports to Excel and how to use technology to find new ways to look at numbers;
  - documenting hours worked to improve requisition, expense, and appropriation tracking by fund;
  - employee ownership in policy-making/procedure-writing;
  - requisition, overtime calculation, and timecard procedures.

Steve moved to adjourn the meeting at 8:47 p.m.; Nina seconded; all voted in favor.

Please note: An audio recording of this meeting is available via public record request.