

02/18/2016 Meeting Minutes

Members present

Cathy Zambrano
John Kramer

Steve Moody
Joel Medley

Chris Withrow
Dan Jetta

A discussion was conducted for considering the use of Credit Cards by authorized personnel and contractors. Mr. Kramer provided the committee a draft copy of policies and procedures for review to support their use. The credit cards would be utilized instead of cash advances for expenses such as conferences and travel for administrative duties. The Committee approved the Credit Card request for Dr. Joel Medley, Jennifer Prince, and Chris Withrow.

A proposed change in the Paid Time Off [PTO] procedure by Dr. Medley was discussed and is recommended to be considered by the board at the March meeting.

Mr. Kramer made a request to the committee to grant authority to Jennifer Prince to sign checks less than \$5,000. He explained each month there is a substantial volume of checks that need approval for items such as Internet stipends. Currently, Dr. Medley or Chris Withrow must approve these. By granting this authority, it would expedite the process. The committee approved the request.

The committee is recommending the board adopt policy 420 Credit Card Travel & Expense Policy to support the use of credit cards.