



**Executive/Fiscal Committee Meeting Minutes**

**July 5, 2022**

**Teams Meeting**

**3:00 p.m.**

Executive Team Members Present: Megan Leigh, Ron Marrone, Gary Mattson, Rob Roberts, Mike Wolownik

Excused Absent: Karen Ulanski (ex-officio)

Board Staff Present: Leanne Kehres, Katie Givens, Lynn Minor

Call to order

**Budget Update** - A budget update was provided by Lynn Minor, Fiscal Director

**Workflow Software** – The Executive Director updated the team on the issues with Century and the workflow software. The contract was voided by Century since they were unable to provide the services that were stated in the contract. The ED met with DocuSign and received a demonstration of their workflow software. The DocuSign software can execute the workflows we originally requested from Century. After discussion, Gary Mattson made a motion to allow the ED to contract with DocuSign to purchase their workflow software at a cost not to exceed \$13,000. Seconded by Megan Leigh. All vote Aye. Motion carried.

**Outsourcing of HR Services** – A discussion was held regarding a request to subcontract Human Resources Employee Relations to Bambee monthly (cost \$299 per month) to try it out. Once we determine that it meets our needs the ED can has requested the authority to purchase it on an annual basis to reduce the cost. A motion was made by Mike Wolownik to accept the recommendation given by the ED. Seconded by Megan Leigh. All vote Aye. Motion carried.

The meeting was adjourned.