



**JSDC Finance Committee Meeting  
Official Minutes  
Thursday, January 11, 2024  
11:15 a.m.  
JSDC Lower-Level Conference Room**

**Present:** Jeremy Rham, Tory Hart, Rod Johnson, Marlee Siewert.

**Absent:** Nick Schauer, Casey Henderson.

**Staff Present:** Corry Shevlin, Jamie Czapiewski.

**Staff Absent:** Alyssa Looyen.

**Call to order:** 11:28 a.m. by Jeremy.

**Declaration of Conflict of Interest:** None.

**Approval of Meeting Minutes from October 4, 2023:** The meeting minutes from the last meeting were in the One Drive for review.

*Rod made a motion to approve the minutes from the Finance Committee meeting on October 4, 2023, Marlee seconded, and the motion passed unanimously by voice vote.*

**2023 Budget Review:** The December 2023 financials were in the One Drive and highlighted the budgeted versus actual amounts spent in the 2023 fiscal year. On the Operations side, there was a roughly \$38,000 overage. This stems from having additional employee expenses, as there was more overlap between Connie and Alyssa than was previously anticipated. In addition, Connie's vacation time also had to be paid out at cessation of employment.

**2023 Audit:** The Engagement Letter concerning the 2023 Audit from Schauer & Associated was in the One Drive. This document needs approval so that they can begin work on the audit.

The audit will be done later than usual this year, and Schauer has stated that they can have it finished by May 31, 2024 at the latest. This is after the usual date for the Annual Meeting, when the audit is presented. The audit is typically approved by the Board of Directors at the Board meeting prior to the Annual Meeting.

There is nothing indicating that the Annual Meeting has to be held on the last Wednesday of April. Moving the date back so that the audit can be presented is an option.

*Marlee made a motion to recommend the approval of the engagement letter from Schauer & Associates to the Board of Directors, Tory seconded, and the motion passed unanimously by voice vote.*

*Rod made a motion to recommend the approval of moving the Annual Meeting to the third Wednesday in June to the Board of Directors, Tory seconded, and the motion passed unanimously by voice vote.*

*Tory made a motion to recommend giving JSDC staff the authority to put out bids for the 2024 through 2027 audits to the Board of Directors, Marlee seconded, and the motion passed unanimously by voice vote.*

**Salary Increases:** Staff salary increases took effect on January 1<sup>st</sup>. Due to the fact that the new CEO contract was signed last March, Corry's pay increase cycle would be slated to start March 1<sup>st</sup> instead of January 1<sup>st</sup>. Corry requested that his pay increase cycle be aligned with the rest of the staff.

*Tory made a motion to recommend to the Board of Directors that Corry's pay increase cycle start at the beginning of January instead of March, Rod seconded, and the motion passed unanimously by voice vote.*

**Adjourned:** Jeremy adjourned the meeting at 11:55 p.m.

Respectfully submitted by,

Jamie Czapiewski, Operations Coordinator