**Business Manager’s Meeting Agenda**

**December 14, 2016**

1. SOVA – Gerri Lauterio
2. Discussion Internal Audit’s findings
   1. CAUS action plan
3. Policies & Procedures
   1. Funds Handling
   2. P-card – CAUS annual certification
   3. Reconciliations
   4. Overtime and leave
4. Fiscal staff training & re-training
5. Hiring/Separation
6. Professional Development for Managers, Employees, and Teams