



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Tuesday, August 28, 2018, 2:00 PM

James P Coughlin Center, Room A

625 E County Rd Y, Oshkosh, WI

Members in Attendance: Tony Beregszazi, Brad Grant, Joann Hall, Jose Martinez and Jim Nitz (via phone)

Members Excused: Bob Pedersen

Others in Attendance: Carrie Korth-FVWDB, Kaydee Ruppert – WIPFLI and Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 1:12 PM.

Approval of Agenda (Action Item): A motion was made by Mr. Grant to approve the Agenda with changes to move all items involving Wipfli to be covered first, seconded by Ms. Hall. The motion passed.

Wipfli Accounting Transition Update (Action Item): Mr. Snyder and Ms. Ruppert shared an update on the transition to Wipfli. Beginning July 1, Wipfli has been reviewing all aspects of our accounting and payroll processes. During this review, it was determined that the Board had not completed the allocation process on an annual invoice for the past several years, resulting in a \$16,705.85 cost that cannot be recouped from closed grants. Mr. Snyder recommended the Board use its corporate account (non-grant funds) to address the issue. **Mr. Grant motioned to use corporate dollars to cover the expense, seconded by Mr. Martinez. Motion carried.**

Review and Discussion of Accounting Dashboard/Reports: Ms. Ruppert and Mr. Snyder provided a review of Wipfli dashboards and account payable processes noting the streamlined nature of the work. The Committee also reviewed a variety of new accounting reports, discussing which are best suited for Board review and which are suited for Committee review.

Approval of Finance Committee Minutes from 6/21/18 (Action Item): A motion to approve the Minutes from 6/21/2018 was made by Mr. Grant and seconded by Mr. Martinez. The motion passed.

Non-Board Members Added to Committee: Mr. Snyder reminded the committee that all Board standing committees must have two (2) non-Board members and this committee is one that does not yet meet that requirement. Mr. Snyder is working with University of Wisconsin-Oshkosh to seek graduate-level students who may be interested in participation on the committee but also reminded committee members to forward the names and contact information for anyone they may know who has an interest. Our goal would be to find individuals with strong accounting or finance background.

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Program Year 18 (PY18) Amended Budget (Action Item): Mr. Snyder presented an updated PY18 budget, which includes final carry-in from PY17 and PY18 allocations for all current grants. **A motion to adopt the PY18 proposed budget was made by Mr. Grant, seconded by Ms. Hall. Motion carried.**

Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item): Mr. Grant made a motion to move to closed session, seconded by Mr. Martinez. Mr. Snyder performed a roll call vote. Motion carried.

Return to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item): Ms. Hall made a motion to return to open session, seconded by Mr. Grant. Mr. Snyder performed a roll call vote. Motion carried.

Approval of Actions Discussed in Closed Session: No action was taken on discussion from closed session.

Technology Assessment Proposals (Action Item): Mr. Snyder advised that he has received one proposal to conduct a holistic technology review and develop a road map of processes to make sure we are addressing our technology needs in the most effective and efficient manner possible. **A motion was made by Mr. Martinez, seconded by Ms. Hall, to secure two more proposals and authorize Mr. Snyder to move forward on the project, capping the expense at \$2000. Motion carried.**

Job Center Room Reservation and Payment System (Action Item): The Board's One Stop Operator plans to establish a room/table/onsite recruitment reservation and payment system called Schedulicity. It can also be used to register individuals for workshops. The web-based system has been vetted for security by three sources. After fees, the program will still generate income for the Board, based on the number of employers using the system. **A motion was made by Mr. Nitz to move forward with the Schedulicity website for scheduling and payment processing at the fee of \$40.00 per 4 hour block, seconded by Mr. Grant. Motion carried.**

QUARTERLY REVIEW AND APPROVALS (5/1/18 –6/30/18) (Action Items):

- Check Registry – Checks over \$5000, and Board Financial Reports to Date
- Credit Card Statements 5/1/18 – 6/30/18
- Board Financial Reports to Date

Mr. Grant made a motion to approve the above referenced items and Mr. Martinez seconded. Motion passed.

OTHER:

Report to the Board: Mr. Beregszazi will report to the Board of Directors during its meeting on Wednesday, September 12, 2018.

Adjournment: The meeting was adjourned at 3:08 PM.