



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Thursday, March 5, 2020, at 2:00 PM

St. Mary Catholic High School, Boardroom #135, 1050 Zephyr Drive, Neenah, WI

Members in Attendance: Tony Beregszazi, Helen Englebert, Brad Grant, JoAnn Hall, Jim Nitz, and Dale Walker.

Members Excused: Jose Martinez and Bob Pederson.

Others in Attendance: Anthony Snyder – FVWDB.

Call to Order: Chair Walker called the meeting to order at 2:05 PM.

Approval of Agenda (Action Item): A motion was made by Mr. Beregszazi and seconded by Mr. Nitz to approve the agenda. Motion carried.

Approval of Minutes (Action Item): A motion was made by Mr. Grant and seconded by Mr. Beregszazi to approve the minutes from the 1/23/2020 meeting. Motion carried.

401k Provider Selection (Action Item): The committee reviewed materials from two local retirement services providers. During the discussion, a telephone call was placed to Stephanie Forrester (Wipfli) and clarifying questions were raised. Ms. Forrester left the call. **A motion was made by Ms. Beregszazi and seconded by Ms. Englebert to award the Board's 401k retirement account management to Wipfli, effective 7/1/2020. The motion passed.**

Fast Forward Grant Update: Mr. Snyder and Mr. Walker shared their experiences working on the Fast Forward Grant for county jails. Unable to determine a viable project, the Board did not apply. Mr. Snyder also shared information on a new grant for which the Board may submit a proposal. Finally, Mr. Snyder and Mr. Walker shared changes to the Wisconsin Fast Forward Grant program and creative ways partners are working on a funding model that makes sense to recover costs for grant administration. No action was taken.

LETC Contraction Modification for Fond du Lac Receptionist (Action Item): Mr. Snyder shared a request from the One Stop Operator to increase the contract amount to cover the receptionist roll at the Fond du Lac Job Center to ensure we have staff in place during current receptionist's vacation. **A motion was made by Mr. Grant and seconded by Ms. Hall to increase the contract with LETC for receptionist coverage at the Fond du Lac Job Center by \$4,646. The motion passed.**

Budget Discussion and De Minimis/Indirect Cost Rate Presentation: Kaydee Ruppert (Wipfli) joined the meeting to review the impacts of the de minimis/indirect cost rate for Program Year 2019. So far, the results have been positive. In addition, Ms. Ruppert also led a discussion on a redrafting of the current year budget the remainder of the program year. No action was taken.

Review and Approvals (Period ending January 31, 2020) (Action Items):

- Board Financial Reports (1/31/2020) – **Ms. Hall made a motion to accept the Board’s financial reports for January 2020, seconded by Mr. Nitz. Motion carried.**
- Credit Card Statement (1/31/2020) – **Mr. Nitz made a motion to accept the Board’s credit card statement for January 2020, seconded by Mr. Grant. Motion carried.**
- Check Registry - Checks over \$5000 (1/31/2020) – **Mr. Grant made a motion to accept the Board’s Check Registry – Checks over \$5,000 for January 2020, seconded by Mr. Nitz. Ms. Hall abstained due to Moraine Park Technical College payment on list. Motion carried.**

Adjournment: The meeting was adjourned. Next meeting planned for 2-4 pm Monday, March 30, at St. Mary’s High School.

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