



## WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

### MINUTES

#### FVWDB Finance & Personnel Committee

Monday, March 30, 2020, 2:00 PM

Via GoToMeeting.com

**Members in Attendance:** Chair Dale Walker, Helen Englebert, Brad Grant, JoAnn Hall, Jose Martinez, Jim Nitz, and Bob Petersen.

**Members Excused:** Tony Beregszazi.

**Others in Attendance:** Kaydee Ruppert – Wipfli and 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. Grant 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 Ms. Hall to approve the minutes from the 3/5/2020 meeting. Motion carried.

**Board Financial & Personnel Update:** Mr. Snyder updated the committee on changes to the Board's operations since Governor Tony Evers' "Safer at Home" order. The inability to meet with clients will have a significant impact on our budget (reduced mileage expenses, reduced support expenses, continued smaller customer counts). At this time, no grants have been paused and no staff reductions are anticipated.

**Budget Discussion:** Mr. Snyder, now joined by Kaydee Ruppert from Wipfli, stated that today's meeting was to begin our budget discussions for Program Year 2020. However, in light of the unanticipated changes to operations and the funding issues as discussed above, we will table until a future meeting.

**COVID-19 Financial Relief (Action Item):** The committee reviewed a short presentation from Ms. Ruppert on two financial relief programs available to the Board through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The Paycheck Protection Program (PPP) will provide loans for payroll and benefits costs, rent and utilities. There is no interest charged on these loans (effectively becoming grants) provided that all received dollars are fully expended within 8 weeks of receipt. The Economic Injury Disaster Loan (EIDL) will provide a \$10,000 no interest grant to any organization that applies, followed by a loan (which the Board would decline). NOTE: The EIDL program was altered after this meeting to be a grant of \$1,000 per employee as of January 2020 vs. \$10,000. **A motion was made by Ms. Englebert and seconded by Ms. Hall to authorize Mr. Snyder**

to pursue both the PPP and EIDL (declining the loan) as soon as possible. Motion Carried. Mr. Snyder was also asked to notify the County Consortium of this decision.

**Review and Approvals (Period ending February 29, 2020) (Action Items):**

- Board Financial Reports (2/29/2020) – Mr. Nitz made a motion to accept the Board’s financial reports for February 2020, seconded by Mr. Grant. Motion carried.
- Credit Card Statement (2/29/2020) – Mr. Grant made a motion to accept the Board’s credit card statement for February 2020, seconded by Mr. Martinez. Motion carried.
- Check Registry - Checks over \$5000 (2/29/2020) – Mr. Grant made a motion to accept the Board’s Check Registry – Checks over \$5,000 for February 2020, seconded by Mr. Nitz. As chair, Mr. Walker does not have a vote, but did note he wished to abstain from this item due to the checks listed being paid to his employer, Fox Valley Technical College. Motion carried.

**Adjournment:** The meeting adjourned at 3:35 pm.

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