



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Wednesday, September 16, 2020, 2:00 PM

Via Phone

Members in Attendance: Chair Dale Walker, Tony Beregszazi, Helen Englebert, JoAnn Hall, Jose Martinez, and Jim Nitz.

Members Excused: Brad Grant

Others in Attendance: Kortni Smith – Wipfli and Anthony Snyder – FVWDB.

Call to Order: Chair Walker called the meeting to order at 2:06 PM.

Approval of Consent Agenda (Action Items): A motion was made by Ms. Englebert and seconded by Mr. Beregszazi to approve the Consent Agenda, which included the Agenda, the Minutes from the 6/16/2020 Finance & Personnel Committee Meeting, an update on the WIPFLI Peer Review, and the WAGE\$ Monitoring Report. Motion carried.

Non-Board Members on Committee: Mr. Snyder reminded the committee that Mr. Nitz will be completing his time on the committee at the end of June. The Workforce Innovation and Opportunity Act (WIOA) requires that all Board standing committees include at least two (2) non-Board members. The committee members agreed to recommend potential candidates.

COVID-19 Updates: Mr. Snyder updated the committee on the retirement of Bob Pedersen from this committee, the status of job centers in our region, the status of our WIOA, Title V and Windows to Work programs, the status of our Paycheck Protection Program Funding and a decision to eliminate our expensive and no-longer-supported landline phone system at the office.

Update Employee Personnel Manual: (Action Item): Mr. Snyder presented a plan to update the Board's Employee Personnel Manual. After discussion, a motion was made by Mr. Beregszazi and seconded by Ms. Hall to table this motion to gather further information. Motion Carried.

Job Center Cost Reimbursement Discussion: (Action Item): Mr. Snyder shared information on unpaid invoices submitted to the Wisconsin Department of Workforce Development for Program Year 2019 job center costs. Despite having a signed Memorandum of Understanding, which included budget and cost splits, DWD was asking the Board to accept \$22,000 less than invoiced. A motion was made by Mr. Nitz and seconded by Mr. Beregszazi to request Mr. Snyder to pursue full reimbursement as invoiced. Motion Carried.

Support to Communities Grant Update and Plan: (Action Item): Mr. Snyder announced the Board was part of a successful application for the Department of Labor Support to Communities Grant from the U.S. Department of Labor. The grant award is \$1.1 million over four (4) years. **A motion was made by Mr. Beregszazi and seconded by Mr. Martinez to authorize the creation of a position to serve as the outreach coordinator for the grant. Mr. Snyder would be free to hire or subcontract as needed. Motion Carried.**

Review and Approvals (Action Items):

- Board Financial Reports for July 2020
- Credit Card Statements for June, July, August 2020
- Check Registry - Checks over \$5000 for May, June, July 2020

A review of the financial reports, credit card statements and checks over \$5,000 were completed. Mr. Martinez made a motion to accept the reports, seconded by Mr. Nitz. Both Mr. Walker and Ms. Hall noted their technical colleges were among the invoices paid. Mr. Walker as Chair does not vote. Ms. Hall abstained from the vote. Motion carried.

Adjournment: The meeting adjourned.

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