



**WORKFORCE DEVELOPMENT  
BOARD, INC.**

*Building a world class workforce*

## MINUTES

### FVWDB Finance & Personnel Committee

Thursday, November 12, 2020, 2:00 PM

Via GoToMeeting

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

**Members Excused:** Brad Grant

**Others in Attendance:** Benjamin Hayes, Allison Moeschberger and Deb Teske – Wipfli Financial Advisors; Derek Hilst – Wegner CPAs; Kortni Smith – Wipfli Accounting; and Anthony Snyder – FVWDB.

**Call to Order:** Chair Walker called the meeting to order at 2:02 PM.

**Approval of Consent Agenda (Action Items):** A motion was made by Ms. Englebert and seconded by Mr. Martinez to approve the Consent Agenda, which included the Agenda; the Minutes from the 9/16/2020 Finance & Personnel Committee Meeting; UI Voluntary Contribution Information; Filing of State of Wisconsin Annual Report; Update on Non-Board Members on Committee; and a Job Center Cost Reimbursement from Program Year 2019. Motion Carried.

**Memo on Shelly Babbitt PTO Payout:** Mr. Snyder reviewed details surrounding the death of Board employee Shelly Babbitt of natural causes and a decision to pay out unused vacation time, pro-rated, due to special circumstances. A motion was made by Ms. Englebert and seconded by Ms. Hall to grant an exception to the employee handbook and authorize the payout of pro-rated vacation time. Motion Carried.

**Wipfli Financial Advisors' Presentation on 401(k): (Action Item):** Representatives of Wipfli provided an update on plan participation, costs and performance and answered questions from the committee. A motion was made by Mr. Beregszazi and seconded by Ms. Englebert to accept the report. Motion Carried.

**Wegner CPAs' Annual Audit Report: (Action Item):** Mr. Hilst provided an overview of the recently completed annual audit and answered questions from the committee. A motion was made by Mr. Beregszazi and seconded by Mr. Martinez to accept the report. Motion Carried.

**Update Personnel Manual: (Action Item):** Mr. Snyder reviewed proposed changes to the Board's Employee Handbook, including a change to employee sick time. **A motion was made by Ms. Englebert and seconded by Ms. Hall to cap banked sick time for employees at 29 days, after which employees can take advantage of the Board's short term disability insurance. Motion Carried.**

**Update Board Procurement Policy: (Action Item):** Mr. Snyder reviewed proposed changes to the Board's procurement policy to allow for waiving of policy in times of national or state disaster or emergency. **A motion was made by Mr. Beregszazi and seconded by Mr. Martinez to adopt the updated procurement policy. Motion Carried.**

**Support to Communities Grant Update:** Mr. Snyder updated the committee on plans for delivering on the goals of the grant. An updated budget will be presented to the committee at its next meeting.

**Review and Approvals (Action Items):**

- Board Financial Report - September 2020
- Credit Card Statements – September and October 2020
- Check Registry - Checks over \$5000 for August and September 2020

**A review of the financial reports, credit card statements and checks over \$5,000 were completed. Mr. Beregszazi made a motion to accept the reports, seconded by Mr. Martinez. Ms. Hall abstained from the vote. Motion carried.**

**Adjournment:** The meeting adjourned at 4:02 pm.

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