



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Thursday, April 8, 2021, 10:30 am

Via GoToMeeting

Members in Attendance: Chair Dale Walker, Tony Beregszazi, Brad Grant, JoAnn Hall, Jose Martinez, and Jennifer Thomas.

Members Excused: Helen Englebert.

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

Call to Order: Chair Walker called the meeting to order 10:35 am.

Approval of Consent Agenda (Action Items): A motion was made by Mr. Beregszazi and seconded by Mr. Martinez to approve the Consent Agenda, which included the Agenda, Minutes from the 3/11/21 Finance & Personnel Committee Meeting, Acceptance of the Labor Education and Training Center Annual Audit Report, and Acceptance of the 2019-2020 Board audit close-out letter from the Wisconsin Department of Health Services; motion carried.

Job Center Cost Reimbursement for Program Year 2019 and 2020: Mr. Snyder updated the committee that DWD has reimbursed the Board for PY19 job center expenses and will be crediting our rent at the Fond du Lac Job Center until we have fully recouped our expenses from PY19. Request for PY20 expenses to be submitted in May 2021.

Title V Expenditure Plan (Action Items): Mr. Snyder updated the committee on some changes to the Title V supportive services, which will allow us to cover a wide-variety of support for our participants, including mental health coverage. A suggest was made to seek direct bills from vendors to avoid tax for participants. **A motion was made by Mr. Beregszazi and seconded by Mr. Martinez to adopt the updated supportive services expenditure plan as presented; motion carried.**

Certifications for Staff: (Action Item): Mr. Snyder engaged the committee in a discussion about program dollar expenditures across all categories. The committee recommended all staff be encouraged to complete a variety of work-related certifications, each accompanied by a \$500 bonus upon completion. **A motion was made by Mr. Beregszazi and seconded by Ms. Hall to adopt this certification plan for all staff; motion carried.**

Review and Approvals (Action Items):

- Board Financial Report – February 2021
- Credit Card Statement – March 2021
- Check Registry - Checks over \$5000 for February 2021 (NONE)

A review of the financial report and credit card statement was completed. Mr. Grant made a motion to accept the reports, seconded by Mr. Martinez; motion carried.

Adjournment: The meeting adjourned at 11:15 am.

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