



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB Finance & Personnel Committee**

**2:30 pm, Thursday, February 8, 2024**

**Via Microsoft Teams**

**Members in Attendance:** Chair Jo Ann Hall, Tony Beregszazi, Brad Grant, Jose Martinez, and Dale Walker.

**Members Excused:** All Present.

**Others in Attendance:** Ed Ilano – Wipfli and Deb Teske – Creative Planning; Amanda Erickson and Kristy Gamble – Wipfli; and Anthony Snyder – FVWDB.

**Call to Order:** Ms. Hall called the meeting to order at 2:33 pm.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Martinez, and seconded by Mr. Walker, to approve the Consent Agenda, which included the 2/8/24 Meeting Agenda, Minutes from the 12/14/23 Finance & Personnel Committee Meeting; motion carried.

**401(k) Annual Review:** Mr. Ilano and Ms. Teske reviewed the Board's 401(k) plan, discussed compliance, participation and earnings. Committee members asked questions, not formal action was required.

**Staff Discussion (Action Item):** Mr. Snyder shared information on a recent staff termination and sought further guidance. A motion was made by Mr. Martinez, and seconded by Mr. Walker, to refer the matter to the Board's legal counsel and authorized Mr. Snyder to act on the advice provided; motion carried.

**Status of Grant Training and Support Funding:** Mr. Snyder reviewed available dollars for both training and support for all current grants and discussed the actions staff were taking with the Strategic Programs Committee to serve clients.

**Financial Document Review (Action Items):** Ms. Gamble and Mr. Snyder reviewed Board Financial Reports from November and December 2023; the Credit Card Statements from November and December 2023; and Checks Over \$5,000 from November and December 2023. A motion was made by Mr. Beregszazi, and seconded by Mr. Martinez, to accept the reports as presented; motion carried. Mr. Walker abstained due to payments made to his employer on the check report.

**Adjournment:** The meeting adjourned at 4:44 pm.

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