



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday, April 11, 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: Tonya Dederling – Vigeo Nonprofit Advising; Kristy Gamble – Wipfli; and Anthony Snyder – FVWDB.

Call to Order: Ms. Hall called the meeting to order at 2:32 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 4/11/24 Meeting Agenda; Minutes of the 3/14/24 Finance & Personnel Committee Meeting; and a copy of our Annual 990 Report, prepared by Wegner CPAs; motion carried.

Fund-Raising Presentation: Mr. Snyder introduced Tonya Dederling who shared some perspectives on fund-raising for an organization like ours. The Committee asked Mr. Snyder to arrange a follow-up meeting with Ms. Dederling to discuss a proposal.

Update to Staff Discussion: Mr. Snyder shared information on a recent staff termination and a successful outcome to our Wisconsin Unemployment Insurance Appeal Tribunal. No further action at this time.

Update to Federal Earmark: Mr. Snyder reviewed the status of our congressionally directed spending request. We are still awaiting next steps with the award letter and contract. No action at this time.

Update to Personnel Manual (Action Item): Mr. Snyder reviewed proposed updates to the Board's Employee Handbook. A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to accept the updates; motion carried.

Update to Fiscal Policies and Procedures (Action Item): This item was removed from the agenda. It will be revisited in the future.

Title V Discussion for Program Year 2024 (Action Item): Mr. Snyder reviewed the Request for Proposal from the Wisconsin Department of Health Services (DHS) to provide Title V services in Brown,

Manitowoc and Outagamie counties. **A motion was made by Mr. Grant, and seconded by Mr. Martinez, authorizing Mr. Snyder to submit a letter of interest for the project; motion carried.**

Board Updates: Mr. Snyder updated the committee on our ineligibility for the Employee Retention Tax Credit, reviewed some further ideas to keep our employees safe as it relates to our Worker Compensation Insurance; and discussed a contract with Jeff Marcella of the Marcella Consulting Corporation to resolve all outstanding Job Center Memorandums of Understanding (MOUs).

Financial Document Review (Action Items): Ms. Gamble and Mr. Snyder reviewed Board Financial Reports from February 2024; the Credit Card Statement from February 2024; and Checks Over \$5,000 from February 2024.

- **A motion was made by Mr. Beregszazi, and seconded by Mr. Martinez, to accept the Financial Reports as presented; motion carried.**
- **A motion was made by Mr. Martinez, and seconded by Mr. Grant, to accept the Credit Card statement as presented; motion carried.**
- **A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to accept the report on Checks Over \$5,000 as presented; motion carried. Ms. Hall abstained due to her employer being among the payees**

Adjournment: The meeting adjourned at 4:35 pm.

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