MINUTES
FVWDB Finance & Personnel Committee
2:30 pm, Thursday, January 12, 2023
Via Zoom

Members in Attendance: Chair Brad Grant, Tony Beregszazi, Kortni Smith, and Dale Walker.

Members Excused: JoAnn Hall, Katlyn Hendricks, and Jose Martinez.

Others in Attendance: Anthony Snyder – FVWDB.

Call to Order: Chair Grant called the meeting to order at 2:32 pm.

Approval of Consent Agenda *(Action Item)***: A motion was made by Mr. Walker, and seconded by Ms. Smith, to approve the Consent Agenda, which included the 1/12/23 Meeting Agenda, Minutes from the 12/8/22 Finance & Personnel Committee Meeting, and the DWD Audit Close Out Letter accepting our 2022 Audit; motion carried.**

Board 401(k) Update: During last month's meeting, a question was asked if removing terminated employees from our 401(k) plan was warranted as a cost savings. Mr. Snyder provided information that showed costs would rise if we exited our terminated employees from the plan and no action was taken to do so. Mr. Snyder also provided the committee with an extensive overview of the 401(k) plan performance from 2022.

Board Employee Handbook Update *(Action Item)***:** A review of our handbook during Fall 2022 monitoring and during our December 2022 review meeting with the 401(k) provider warranted two updates: the Equal Opportunity is the Law statement on page ii and a more precise description of the 401(k) plan on page 43. **A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to adopt these changes in the Board Employee Handbook; motion carried.**

Service Delivery Policy *(Action Item)***:** As the Board has been managing an increased number of grant programs that have more flexible enrollment criteria than previous ones, enrollment by staff, workforce partners and their families are occurring, making it more challenging to manage both conflict of interest matters and privacy, while also ensuring these conflicts of interest do not impact the financial support for those in our grants. As a result, it's become necessary to develop a service delivery policy to be embedded in our conflict of interest document. The new policy addition shall read: *To avoid conflicts of interest or the appearance of a conflict of interest, the Board will not enroll any current Board employees, or former employees and/or their family members in any grant. This also applies to current and past employees and/or their family members of any Required Workforce Partner. These individuals will instead be referred to another Board for enrollment and case management. The Board CEO, with*

careful review and evaluation, has the ability to make an exception to this policy in rare instances. **A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to recommend this new service delivery policy for adoption by the FVWDB; motion carried.**

Financial Document Review *(Action Items)***:** Ms. Smith and Mr. Snyder reviewed Board Financial Reports from November 2022, the Credit Card Statement from December 2022, and Checks Over $5,000 for November 2022. **A motion was made by Mr. Beregszazi, and seconded by Mr. Walker, to accept the reports as presented; motion carried. Ms. Smith abstained.**

Accounting RFP and Wipfli Staff Update: Ms. Smith announced her impending departure from Wipfli and indicated another CPA from within Wipfli would be named shortly to fill her role. The members of the committee voiced their appreciation to Ms. Smith for her years of commitment to our Board. Mr. Snyder indicated the planned post of our accounting request for proposal (RFP) will still occur as planned.

Adjournment: The meeting adjourned at 3:23 pm.

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