



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday, December 14, 2023

Via Microsoft Teams

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

Members Excused: Jose Martinez.

Others in Attendance: Kristy Gamble – Wipfli, Derek Hilst – Wegner CPAs, and Anthony Snyder – FVWDB.

Call to Order: Chair Hall called the meeting to order at 2:30 pm.

Approval of Consent Agenda (Action Item): A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to approve the Consent Agenda, which included: the 12/14/23 Meeting Agenda; Minutes from the 11/9/23 Finance & Personnel Committee Meeting; Adoption of a Personnel Manual Update to clarify employee expense report deadlines; Acceptance of Subrecipient Audits from Forward Service Corporation (FSC) and Labor Education & Training Center for the period ended 6/30/23; and Acceptance of a Notice of Extension to file our IRS Form 8868 to May 2024. Motion carried.

Board Annual Audit (Action Item): Mr. Hilst reviewed the Independent Audit Report from June 30, 2023. The auditor noted the Board was in compliance with all financial requirements, including internal control and management activities. A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to accept the audit report as presented; motion carried.

Board Updates: Mr. Snyder shared information on the status of staff absences due to illness; discussed the Board's cash award process; Discussed a policy clarification on the return of Open Enrollment forms and the need to replace the annual holiday party with a gift to each staffer of equivalent value. A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to accept the Board Update as presented; motion carried.

Wipfli Financial Dashboard Review: Ms. Gamble reviewed an online dashboard and accepted feedback. When complete, this dashboard will provide financial details to the Committee and Board at any time.

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

Adjournment: The meeting adjourned at 4:04 pm.

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