



NOTE OF THE MEETING

FVWDB Finance & Personnel Committee Meeting

2:30 pm, Thursday, October 12, 2023

Via Microsoft Teams

In attendance: Chair Jo Ann Hall, and Member Dale Walker; Kristy Gamble, Barbara Low and Riley Steele (Wipfli); and Anthony Snyder, FVWDB.

Unfortunately, due to last minute cancellations, the committee did not have quorum. Therefore, no formal action could be taken.

Discuss Personnel Handbook: Ms. Low shared with the committee insights in the current personnel handbook and shared reasons for periodic updates. Mr. Snyder indicated the current handbook would be reviewed by Ms. Low for adoption at a future meeting.

Final Budget Review: Ms. Gamble and Ms. Steele reviewed an updated version of the Program Year 2023 budget adding in the QUEST grant. Ms. Hall and Mr. Walker suggested the budget be re-approved at the November 16 Executive Committee.

Discuss Financial Report Narrative: Ms. Gamble and Ms. Riley reviewed options to share the financial reports using alternative data charts vs. excessive narrative reports. These will be shared for feedback at future meetings.

Review Financial Report, Credit Card Statements and Checks Over \$5,000: The group asked questions about the documents.

Without quorum and no further business to conduct, the committee meeting ended at 3:05pm, with Mr. Snyder thanking everyone who attended.

Prepared by Anthony Snyder, CEO
Fox Valley Workforce Development Board

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