



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB Executive Committee Meeting

December 14, 2017, at 1:00 pm

James P. Coughlin Center, Oshkosh, WI

Members in Attendance: Tony Beregszazi, Brad Grant, Amy Hostettler, Brian Kaminske - phone, Jodie Larsen, and David Thiel

Members Excused: Jason Hendricks, and Robert Sivick.

Others in Attendance: Matt Soderman-Baker Tilly (by phone), Jim Nitz- Finance Committee Member (by phone), Carrie Korth-FVWDB, Anthony Snyder-FVWDB, Brian Gaumont-Wipfli (by phone), and Kaydee Ruppert-Wipfli.

Call to Order: The meeting was called to order by Ms. Hostettler, Board Chair, at 1:10 PM.

Approval of Consent Agenda (*Action Item*): Ms. Hostettler advised the members that the information pertaining to the consent agenda had been distributed to all members prior to the meeting. She asked if anyone wanted to discuss any of the items or make any changes to the documents provided; no requests were made. **A motion to approve the Consent Agenda was made by Ms. Larsen and seconded by Mr. Beregszazi. The motion carried.** This motion approved the following: meeting agenda, minutes from the 8/17/17 Executive Committee Meeting, minutes from the 11/9/17 Board of Directors Meeting, approval and adoption of updated Board Bylaws, release of funds for 2018 DVR Summer Youth Program, DOL audit update, and the Employee Handbook updates. Note: handouts of each item were provided in advance of the meeting.

NEW BUSINESS:

Accounting RFP Presentations: Mr. Snyder advised the Committee that two accounting firms would be in attendance to answer any additional questions the members had to assist in making a decision regarding hiring a firm to represent the organization, versus hiring a full time accountant to be on staff. Matt Soderman of Baker Tilly joined the meeting and answered questions from the Committee in regards to their proposal. Mr. Soderman left the meeting. Representing Wipfli, Brian Gaumont joined the meeting by phone, and Kaydee Ruppert appeared in person to answer questions regarding their proposal. Mr. Gaumont and Ms. Ruppert left the meeting.

OLD BUSINESS:

Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): **A motion to move to closed session by Mr. Thiel and seconded by Mr. Grant. The motion carried.** Mr. Nitz exited by phone, and Ms. Korth of the FVWDB staff, left the room. Mr. Snyder remained in the closed session.

Return to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): A motion was made by Mr. Thiel and seconded by Ms. Larsen to return to open session. The motion was carried. Ms. Korth of the FVWDB staff returned to the room.

Approval of Actions Discussed in Closed Session (*Action Item*): Motion by Mr. Theil and second by Mr. Grant to eliminate the full-time Controller role at the Board and instead enter into a contract with Wipfli to execute an overall enhancement to all financial and accounting processes and engage with Wipfli as our accounting firm of record, with the expectation that Mr. Snyder negotiate a contract within the confines of our budget. The motion carried.

Adjournment: The meeting was adjourned at 2:20 pm.

Future Meetings:

The next **Board of Directors Meeting** will be held on Tuesday, February 6, 2018 from 1:00 – 4:30 PM at the James P. Coughlin Center in Oshkosh, WI.

The next **Chief Elected Officials Meeting** will be held on Tuesday, March 6, 2018 from 2:00 – 3:00 PM at the James P. Coughlin Center in Oshkosh, WI.

The next **Executive Committee Meeting** will be held on Thursday, March 8, 2018 from 1:00 – 2:00 PM at the James P. Coughlin Center in Oshkosh, WI.