

**Finance Committee Minutes**  
**February 9, 2015**

**Members present:** Mr. Martinez, Mr. Grant, Mr. Beregszazi, Mr. Pedersen (via phone), Mr. Dissing (joined meeting at 2:40 p.m.)

**Staff present:** Mr. Stelter, Mr. Hesse, Ms. Denton, Ms. Reinke

Others present: none

**Call to Order**

Meeting called to order by Acting Chair Mr. Martinez at 2:33 p.m. Upon Mr. Dissing arrival, he resumed with chairing the Finance Committee.

**Approval of 11/10/14 minutes (*Action Item*)**

*A motion was made to approve November 10, 2014 meeting minutes first by Mr. Beregszazi, second by Mr. Grant. All were in favor, motion carried.*

**Old Business**

**DOL Audit Update**

Mr. Stelter announced that he spoke with Ms. Eilks on 02/06/15. She unofficially gave information that DOL is getting closer to drafting a letter in the hopes of bringing this audit to a close. Mr. Stelter explained that regional DOL has accepted our stand-in costs and explanations that would bring us from the \$2.9 million from the '08-'09 audits down to \$102,000. Mr. Stelter has asked Ms. Eilks to attend the LEO meeting on March 2<sup>nd</sup> to present this update to the LEOs. Mr. Martinez inquired if FVWDB insurance policy would cover the \$102,000 left from DOL. Mr. Stelter agreed to explore and follow up with the committee.

**Revised Financial Statement Format Feedback**

Committee members shared positive feedback and recommended continuing with the revisions. Specific comments: Mr. Martinez likes grid with row/column headers. Mr. Grant expressed that it was 'more standard' with industry and inquired of the possibility of alternating colored lines to help closer follow lines across the page. Ms. Denton explained that it would take additional manual manipulation to facilitate this; it was agreed not to pursue.

**PY'13 Form 990 & 990T Tax Returns**

Ms. Denton explained that we just received the Form 990 from the auditor Saturday, Feb. 7<sup>th</sup>. Following discussion, the committee agreed that emailing the 990s this week to the Board members would suffice for the Committee's and full Board members' review of the 990 prior to submission by the February 15, 2015 deadline.

**Financial Policy Updates**

Ms. Denton distributed a time line of key milestone dates for implementation of Uniform Guidance (UG) compliant financial policies. FVWDB is required to have compliant policies effective 04/01/2015 in conjunction with new federal funding for the H1B grant and WIA PY15 Youth and Admin funds. Other funding streams are not impacted until 07/01/2015. Significant changes are needed to the Fiscal Procedures for compliance and to separate policies from procedures per prior FVWDB Decision.

A motion will be drafted for the Finance Committee to present at the 02/19/15 Board of Directors meeting to grant authority to the Finance Committee to provisionally approve UG compliant Financial

Policies prior to 04/01/2015 for implementation effective 04/01/2015. Such approval will be subsequently presented for vote by the full Board of Directors at its next meeting.

### **New Business**

#### **Procurement Policy update (Action Item)**

Mr. Stelter and Mr. Hesse explained the Procurement Policy and the reason for the recommended change. Both discussed that the current language in the policy regarding contract awards is a bit ambiguous regarding the issuance of RFPs (Request for Proposals). A section of the policy *could be interpreted* that RFPs are issued on an annual basis. However, the policy clearly states elsewhere that the RFP determines the potential length of an awarded contract. Staff recommended that the policy be amended so that it's clear that the RFP has the flexibility to determine contract lengths. *After discussion, a motion was made to make the recommended change first by Mr. Grant, second by Mr. Martinez. Mr. Beregszazi abstained. All others were in favor. Motion carried.*

#### **PY14 Audit RFP – recommend audit firm (Action Item)**

Mr. Stelter spoke on the outcomes of the audit firm evaluation criteria that was completed by himself and Ms. Denton on those firms that submitted proposals. Audit firms that submitted proposals were Wipfli, Wegner, Reilly Penner & Benton and Kerber Rose. Mr. Stelter shared his view of the pros and cons of the audit firms and that Wegner and Wipfli were top two choices and were very even but Wegner offered added training for the Board of Directors; also, since Wipfli already has our software account, he felt it may be advisable to go with another vendor for our audit. Mr. Stelter recommended Wegner for winning the proposal. Discussion ensued.

*Motion to recommend Wegner to be our audit firm first by Mr. Martinez, second by Mr. Grant. All were in favor, motion carried.*

#### **Revised Budget update (Action Item)**

Ms. Denton and Mr. Stelter explained the proposed budget revisions. Major impacts result from new grants for Fast Forward, NEG, SRR and increased funding for WIF. Revision was also made to the Corporate fund involving occupancy, interest, and depreciation. Discussion ensued over various line items.

*Motion to approve of the proposed budget, first by Mr. Beregszazi, second by Mr. Martinez. All were in favor and motion carried.*

#### **PY15 Treasurer**

Mr. Stelter explained that according to our by-laws, officers must be chosen at the May Board meeting. Current treasurer Leroy Dissing is eligible to succeed himself for two more terms and has agreed to serve again for at least one more year.

#### **DWD annual fiscal review/monitoring – week of March 16<sup>th</sup>**

Ms. Denton shared that this is FVWDB's annual review for PY14. Sub-grantees will have completed follow up monitoring prior to present clean results to DWD. This will be Nancy Eilks' last monitoring of FVWDB; she retires May 1<sup>st</sup>. Ms. Eilks predecessor is Annette Meudt, whose previous position was Director of Finance for the Southwest Workforce Development Board.

#### **Quarterly Review and Approvals (Action Items)**

Ms. Denton reviewed and responded to questions from committee members regarding the quarterly review of Credit Card Statements, Check Registry – Checks Over \$5,000, and Board Financial Reports To-Date, Committee members recommended to continue sharing meeting documents using GoogleDrive. *Motion to approve the December 2014 financials, credit card statements(November 2014, December 2014 and January 2015) and check registry of checks over \$5,000 (from 11/1/14 – 1/25/15) first by Mr. Grant, second by Mr. Martinez. No further discussion, all were in favor and motion carried. Mr. Beregszazi abstained*

**Future Finance Committee meeting dates**

- 1) **Monday March 23, 2015** at 2:30 at the Oshkosh Job Center to discuss, review and approve UG compliant Financial Policies that will be effective April 1, 2015
- 2) **Monday, May 11, 2015**, 2:30 PM, Oshkosh Job Center
- 3) **Monday, August 10, 2015**, 2:30 PM, Oshkosh Job Center

**Adjournment**

*Motion to adjourn meeting first by Mr. Beregszazi, second by Mr. Dissing. All were in favor and motion carried.*

*(Minutes approved at 3-23-15 finance committee meeting)*