

Finance Committee Meeting Minutes Monday, May 11, 2015

Committee members present: Brad Grant, LeRoy Dissing, Bob Pederson, Tony Beregszazi, Jose Martinez

Committee members absent: None

Others Present: Al Hesse (FVWDB), Kim Lemieux (FVWDB), Beth Reinke (FVWDB), Ryan McNamara (RJM Consulting)

Call to Order

Meeting called to order at 2:33 by Finance Committee Chair LeRoy Dissing

Approval of 3/23/15 minutes (*Action Item*)

Motion to approve the meeting minutes from 3/23/15 first by Tony Beregszazi, second by Brad Grant. All were in favor and motion carried.

DOL Audit Update

Paul met with Nancy Eilks and Annette Muedt of DWD last week to get more of a sense of where we stand with the Feds and our \$102,000 in findings. Passing on the thoughts of Nancy Eilks and Annette Muedt, they feel very confident in saying, from the information we provided, that we would not be held accountable for any of the \$102,000.

Line of Credit Update

Currently we are looking at re-certifying a \$50,000 line of credit with BMO Harris bank. Ryan McNamara, interim controller, responded with all information that was requested from BMO Harris Bank. We are now waiting to hear back from them. It was discussed to possibly go back and ask for a \$100,000 line of credit. Ryan to go back to BMO Harris bank and inquire for a \$100,000 LOC.

Financial Policy Update

Mr. Stelter updated the committee on our new Financial Policies Manual and Financial Procedures Manual. It was explained that our employees have gone through one training meeting on the updated procedures and has another training meeting scheduled for May 19th.

DWD Fiscal Monitoring Update

Mr. Stelter explained that, unlike other years when we were audited three separate times, all (EEO, fiscal and program) monitoring will run together. This is something new that the State is starting in an effort to streamline the audits. That audit will take place in October.

Controller Recruiting Update

Mr. Stelter explained that we are still in the recruiting efforts to fill the vacant Controller position. Although we have had interest in the position and have conducted several interviews, we are still interviewing for the best fit. We still have the services of our interim controller – Ryan McNamara. Also, as explained in a previous meeting, we have a part-time financial assistant, Yazan Alsadeq, who is working out very well.

Healthcare Grant Opportunity (*Action Item*)

It was explained that we have the opportunity to write for another healthcare grant much like our current H1B healthcare grant. We are working with Northwest CEP and North Central WDBs to combine our grant writing efforts to secure this grant. Per our Financial Policies, for any grant in excess of \$150,000, Financial Committee approval is required. *A motion was made to approve the FVWDB efforts to aid in pursuing another Healthcare grant first by Mr. Dissing, second by Mr. Grant. All were in favor and motion carried.*

Website Update (Action Item)

Ms. Lemieux presented the Finance Committee with information on a recent RFP that was done to join six different job center websites into one uniform job center website. The new website would have links to the individual job center websites and would provide a more uniform look. Both Al and Kim along with board member Deb Cronmiller, are part of a group that will be interviewing and assessing the website design companies on Tuesday, May 12th. Those four companies are Wisnet, Waterford Design Group, Coalesce and Infinity Technologies. We are looking for a motion to approve the spending of up to \$18,000 (ten thousand in current budget and an additional ten thousand in PY15 budget) for website redesign. *A motion was made to approve the Board to move forward with spending up to \$18,000 for website redesign first by Mr. Beregszazi, second by Mr. Martinez. All were in favor and motion carried.*

PY15 Budget Review and Approval (Action Item)

The PY15 preview is essentially an extension of PY14. Started with an initial plan to RFP services; however, with the uncertainty of new WIOA regulations, decided to extend our current contracts. Another item of interest in PY14 our cost allocation plan initially split 40% Adult, 40% Dislocated Worker and 20% Youth, however have begun to transition to a 'number of participants served time study' which has led to a more accurate number.

Looking ahead to PY15 – we have learned that the WIOA implementation will take place over two years. Also of note, \$100,000 was added in the Adult program for the PY15 budget - \$20,000 for a work experience pilot with ADVOCAP. If this program is successful, our intent is to RFP for the next phase of programs. An additional \$150,000 in youth formal classwork was added to provide basic computer skills, provide a Business & Ethics class, as well as a Financial Literacy class. We are also providing boot camps for entry level manufacturing positions. It is also our intent is to explore youth work experience programs. If successful, this will turn into a regular curriculum.

After some discussion a motion was made to approve the PY15 budget as presented first by Mr. Martinez, second by Mr. Grant. All were in favor and motion carried.

Quarterly Review and Approvals (Action Items)

Credit Card Statements

Credit card statements and credit card report were reviewed. Discussion ensued. *A motion to accept the credit card charges are shown first by Mr. Martinez, second by Mr. Grant. All were in favor and motion carried.*

Check Registry – Checks Over \$5,000

A check register of checks written that were over \$5,000 was reviewed. *Motion to approve the check registry first by Mr. Grant, second by Mr. Martinez. All were in favor and motion carried. Mr. Beregszazi abstained.*

Review Board Financial Reports to Date

Monthly financial reports were discussed and reviewed. *Motion to accept the monthly board report as shown first by Mr. Grant, second by Mr. Martinez. All were in favor and motion carried.*

Future Meeting Reminders

Our next Finance Committee meeting is Monday, August 10, 2015 at 2:30 pm at the Oshkosh Job Center. The November meeting is subject to change after a November Board meeting date is discussed at the full Board meeting on May 21st.

LeRoy Dissing will speak at the May 21st full Board meeting on Finance Committee proceedings.

Adjournment

Motion to adjourn the meeting first by Mr. Beregszazi, second by Mr. Dissing. All were in favor – meeting adjourned at 3:57 p.m.