



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Fox Valley Workforce Development Board Finance Committee
Oshkosh Job Center 219 Washington, Oshkosh. Chief Oshkosh Room,
Monday, February 8, 2016 at 9:00 a.m.

Members in Attendance: Tony Beregszazi; Brad Grant; and Jose Martinez.

Member Present via Telephone: Bob Pedersen

Others in Attendance: Gary Now, FVWDB; Paul Stelter, FVWDB; and Stefanie Hayford, FVWDB

Call to Order: The Finance Committee Meeting was called to order at 9:01 a.m. by Committee Chair, Jose Martinez.

Approval of Minutes from 11/2/15 (Action Item): *The meeting minutes were reviewed and a motion to approve was made by Mr. Pedersen and second by Mr. Beregszazi. The motion carried.*

Old Business:

Website Update: Mr. Stelter informed the committee that the Project is taking a little longer than expected but the pieces are now in place. One remaining issue was the naming convention, but we now have the flexibility to move on with that and plan to have a sample ready for the BOD Meeting on February, 18, 2016

DWD Monitoring Update: Mr. Stelter referred the Committee to an e-mail from Phil Koenig with DWD apologizing for the delay in receiving the written report and that they have been experiencing some challenges with the EO portions, but their goal is to have the policy and fiscal portions of the report to us no later than February 12th. Mr. Stelter also spoke to Mr. Koenig and he indicated that there are quality control issues with the EO part of the report.

Fiscal Audit Update: 990 & 990T: Mr. Now reported that the financial audit came through without any findings and that last Thursday he received the Form 990 and should have the Form 990T by next week. The forms are now posted on our website to provide greater transparency to the public.

Building Update: Mr. Stelter provided a brief update on the building at 1401 McMahan Drive in Neenah and requested feedback from the Committee. Our tenant, the Dept. of Justice (DOJ) inquired about renting additional space in the building. Mr. Now ran the numbers and determined that it's more cost-effective for the Board to stay where we are, rather than renting out our portion of the building and relocating. Another possibility is selling the building, but there is no viable buyer at this point. The Committee discussed and it was agreed that it is wise to stay where it is at this point until we hear back from DOJ on their plans.

FF Industrial Maintenance Grant Update and Potential Title V & FF Expenditure Reimbursement

Procedure Changes: Mr. Now explained to the Committee that we received a letter from the State stating we can now start incurring FF Industrial Maintenance grant expenses. To date \$8K has been spent but we haven't received reimbursement for those funds yet. This led to discussion of the potential Title V and FF expenditure reimbursement procedure changes. Mr. Stelter provided the Committee with a copy of a letter from the State Dept. of Health Services (DHS) which states that they will no longer be issuing prepayments for any contracts starting on or after 7/1/16 which includes our Title V program. He informed the Committee that this would be problematic for the FVWDB but we have been in communication with program providers in the state in hopes of finding a solution. The Committee discussed possible solutions. Mr. Pedersen suggested that perhaps Goodwill could park a certain amount of money in the Board's account that could be utilized to pay Title V participants and program expenses until the Board is reimbursed by the State. At that point the Board would pay Goodwill back. Mr. Stelter agreed that that is a worthwhile approach and would be a very good 'Plan B' should we not be able to resolve the issue with the State.

New Business:

H1B Fiscal Monitoring: Mr. Now informed the Committee that the H1B Grant was audited by the NW WDB on Jan. 13th and everything went well and there were no findings noted at the exit meeting. The grant was a success as a whole and we trained a total of 274 workers which exceeded our goal of 200. The grant also brought in a \$1.5M in training funds into the region. The grant ends on March 31, 2016.

FF Plexus Fiscal Monitoring: Mr. Now informed the Committee that this grant is scheduled to be audited on the program and accounting side from Feb. 9th through Feb. 11th. They have requested 60 items on the financial side which is a substantial amount for this size of grant but Mr. Now and Mr. Alsadeq have pulled the data for the auditors to take back to Madison and review.

Revised Financial Packets to Include Balance Sheet: Mr. Now provided a sample of the Balance Sheet to the Committee which will now be included in the financial statements. The Committee reviewed and agreed that this is a valuable addition.

1099 & W2 Update: Mr. Now and his Financial Assistant, Mr. Alsadeq completed training in the preparation of these forms and have met all the submission deadlines. Our health insurance carrier sent out the 1095 Forms on our behalf.

Upcoming Grant Opportunities: H1B Tech Hire & H1B Strengthening Working Families Initiative

(Action Items): Mr. Stelter led the discussion and explained that both of the grants are H1B grants from the Dept. of Labor. The H1B Tech Hire includes a total of \$4M over four years. He has had discussions with the North Central and Northwest Workforce Boards regarding going in together on them as a consortium. FVWDB's portion would be approximately 40% of the \$4M. The H1B Strengthening Working Families Initiative Grant is also for \$4M over four years and would provide child care solutions to parents who have barriers to employment. It would also provide parents who are currently employed the opportunity to attend training to upgrade their skills. The Board is planning on writing the grant with ADVOCAP. Mr. Beregszazi added that ADVOCAP has many programs that can be tapped into for this grant and includes two tracks: 1) Removing barriers for people so they can get training and 2) a

systemic change to target where gaps are in the child care arena. The deadline for this grant is March 16th.

There were two separate motions for each grant. 1) A motion to approve the H1B Tech Hire Grant and bring before the BOD was made by Mr. Grant and second by Mr. Beregszazi. The motion carried. 2) A motion to approve the H1B Strengthening Working Families Initiative Grant and bring before the BOD was made by Mr. Grant and second by Mr. Pedersen. Mr. Beregszazi abstained from this vote. The motion carried.

Discuss Added Committee Member: Mr. Stelter explained that Leroy Dissing has retired and left the Committee so it's down to four members. Because having an odd number of members makes it easier to make quorum and break ties, he feels it's appropriate to recruit another Finance Board member and welcomed any recommendations. The Committee discussed and agreed to bring this to the Board of Directors at the Feb. 18th meeting.

Upcoming Fiscal & Program Monitoring of Subcontractors: Mr. Now will be conducting fiscal monitoring of our subcontractors which he is scheduling within the next week or two. They have decided to conduct both the fiscal and program review at the same time to reduce duplicating efforts and be more efficient and quick. Mr. Martinez suggested that the review include what the State requirements are as well which would act as a really nice training tool for the subcontractors. Both Mr. Now and Mr. Stelter agreed that incorporating this information would be beneficial.

Quarterly Review and Approvals (Action Items):

- 1) Credit Card Statements: Mr. Now presented the statements to the group and there were no questions.
- 2) Check Registry-Checks over \$5,000: Mr. Martinez questioned the following vendors-Mr. Now's response in parenthesis: Sabertooth (a commercial driving school that administers CDL training to our participants); Dales School Apts (this is the rent that we pay for the Oshkosh Job Center); Great America (one of our investment companies); and The Cincinnati (one of our insurance companies)
- 3) Board Financial Reports: Mr. Martinez remarked on the large increase in expenses from November to December. Mr. Now replied that this is due to year-end expenses and 3 payrolls in December.

Mr. Grant made a motion to approve the Quarterly Review and this motion was seconded by Mr. Pedersen. Mr. Beregszazi abstained from this vote. The motion was approved.

Other:

Report to the Board: Mr. Martinez explained that he can't report because he will be participating in the meeting by phone. Mr. Grant stated that he does not want to commit to reporting due to work obligations during that time. Mr. Beregszazi agreed to report to the Board.

Next Meeting Dates: Monday, May 9, 2016

Adjournment: The meeting was adjourned at 10:21 a.m.