



# 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, May 9<sup>th</sup>, 2016 at 9:00 a.m.

**Members in Attendance:** Tony Beregszazi, Jose Martinez, and Bob Pedersen

**Member Present via Telephone:** Brad Grant and Jim Nitz

**Members Absent:** None

**Others in Attendance:** Al Hesse, FVWDB; Gary Now, FVWDB; Paul Stelter, FVWDB; Anthony Snyder, FVWDB; and Stefanie Hayford, FVWDB

**Call to Order:** The Finance Committee Meeting was called to order at 9:00 a.m. by Committee Chair, Jose Martinez.

**Approval of Agenda (Action Item):** A motion to approve the Agenda made by Mr. Beregszazi and second by Mr. Nitz. The motion carried.

**Approval of Minutes from 2/8/16 (Action Item):** A motion to approve the Minutes from 2/8/16 by Mr. Nitz and second by Mr. Beregszazi. The motion carried.

**Old Business:**

**Website Update:** Mr. Hesse reported that the Fox Valley Job Centers website went live on Friday. There are some minor issues with the old websites not redirecting to new one which are currently being resolved.

**DWD Monitoring Update:** Mr. Now reported that we received notice from DWD on April 14, 2016, that they have accepted all of our explanations for the findings and areas of concern contained in the 2015 Coordinated Monitoring Report.

**Fiscal Audit Update: 990 & 990T:** Mr. Now reported that the Form 990 and 990T for the latest year are posted on our website. However, we received notification from the IRS that we will be fined due to filling our request for extension late. He shared a letter from Wegner LLP to the IRS requesting that the penalty be waived, but if that is denied, Wegner LLP would be responsible for the \$10K fine plus any accrued interest because they were late in filing the request for extension.

**FF Industrial Maintenance Grant Update:** Mr. Now reported that he has submitted our invoice to the State for the FF Industrial Maintenance Grant but we have not received reimbursement yet. He

provided a copy of the Reimbursement Processing Waiver to the Committee that has been approved so now invoices don't need to be submitted to DWD before receiving payment. Our total invoice was \$200K for the entire school year.

**Title V Payments (Action Item):** Mr. Stelter explained that the State is no longer going to be advancing money for payroll and program expenses for the Title V Program. FVWDB requested a waiver but it was denied—he shared a copy of that letter from DHS. As a result we will need to secure another source of funding and so he requested approval from this Committee for us to engage in discussions with Goodwill, or if necessary other agencies or funders, to provide us with a line of credit to be paid back upon reimbursement from the State. The Committee discussed.

**A Motion to authorize FVWDB to begin discussions with Goodwill, or if necessary other agencies or funders, to borrow an amount up to \$40K per month for Title V payroll and program expenses by Mr. Beregszazi and second by Mr. Nitz. Mr. Peterson abstained. The Motion carried.**

**H1B Fiscal Monitoring:** Mr. Now reported that the H1B monitoring is completed and he shared a copy of a letter dated 2/19/16 from the Northwest Wisconsin CEP and WIB verifying that there were no findings.

**FF Plexus Financial Monitoring:** Mr. Now reported that the monitoring took place in January. We have not received a written report received to date, but Mr. Now received verbal verification from DWD that FVWDB was the golden standard and they did not find anything wrong.

**Fiscal and Program Monitoring of Subcontractors:** Mr. Now has completed the CAP Services and LETC monitoring and will complete ADVOCAP by June 17<sup>th</sup>. There was one minor area of concern with CAP Services which was corrected at that time. He will write the reports by May 31<sup>st</sup>.

#### **New Business:**

**Renewal of Line of Credit Approval (Action Item):** Mr. Now reported that our BMO Harris line of credit in the amount of \$50K expires on June 25, 2016. To date we have not used any of it. He asked the Committee for approval to request an increase up to \$100K. The group discussed.

**Motion to apply for up to \$100K in credit from BMO Harris, or another financial institution, to cover Title V program and salary costs, DOL Audit penalties, or for any other emergencies, by Mr. Beregszazi and second by Mr. Peterson. The motion carried.**

**Uniform Guidelines Training:** Mr. Stelter reported that he, Mr. Now and Mr. Alsadeq attended UG training earlier this month. The training was very good and it confirmed that the policies and procedures that we developed last year are still valid—there were no policy updates or changes. Mr. Now's biggest take-away from the training was that we must have escape clauses in all of our leases.

**DOL Audit Update:** Mr. Stelter reported that he has received verification from DWD that they are close to getting the DOL audit resolved. He's learned that the settlement occurs between the state and DOL and when that is resolved, the State will collect the amount from us. Mr. Stelter is pursuing the option for FVWDB to be able to pay the penalty off over five years. He also expects that DWD will have representatives attend our May Joint Board and CEO Meeting to speak to this.

**Move to Closed Session as per Statute 19.85 (l)(e) – Conducting public business with competitive or bargaining implications (Action Item):** A motion to move to closed session was made by Mr. Peterson and second by Mr. Nitz. Roll call was taken. The motion carried.

**Return to Open Session as per State Statute 19.85 (l)(e) (Action Item):** A motion to return to open session was made by Mr. Peterson and second by Mr. Nitz. Roll call was taken. The motion carried.

**Vote on actions taken in Closed Session (Action Item): Motion to approve proposed budget for PY16 made by Mr. Beregszazi and second by Mr. Peterson. Mr. Nitz abstained. The motion carried.**

Mr. Stelter reported that they just received their PY16 funding allocation numbers from DWD which includes: a minimum 16% cut across the three primary funding areas (AP/DW/Youth); DWD is reallocating funds that can be initially placed in DW and later moved to AP if necessary; and a 5% cut to subrecipient contracts for PY16. We anticipate hearing about a couple grant applications in the upcoming month which would bring in significant funding, but we need to plan in the event that we do not receive those. In addition, FVWDB staff will continue to look for other cost saving measures. This proposed budget will be reviewed within the next four months.

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

- Credit Card Statements: **Motion to approve the Credit Card Statements made by Mr. Beregszazi and second by Mr. Peterson. The motion carried.**
- Check Registry-Checks over \$5,000: **Motion to approve the Check Registry – Checks over \$5,000 made by Mr. Peterson and second by Mr. Grant. Mr. Beregszazi abstained. The motion carried.**
- Board Financial Reports: **Motion to approve the Board Financial Reports made by Mr. Beregszazi and second by Mr. Peterson. The motion carried.**

**Other:**

**Report to the Board:** Mr. Martinez will report to the Board of Directors and CEOs on May 19, 2016.

**Next Meeting Dates:** Monday, August 8, 2016 at 9:00am

**Adjournment:** The meeting was adjourned at 10:03am.

***Minutes Approved on 8/8/2016.***