



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

Fox Valley Workforce Development Board Finance & Personnel Committee

Wednesday, August 9, 2017, at 1:00 P.M.

J.P. Coughlin Center, 625 E. County Road Y

Oshkosh WI

Members in Attendance: Tony Beregszazi, Brad Grant, Jose Martinez (by phone), Jim Nitz and Bob Pedersen (by phone)

Members Absent: None

Others in Attendance: Stefanie Hayford-FVWDB, Al Hesse-FVWDB, Gary Now-FVWDB and Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 1:03 pm.

Approval of Agenda (Action Item): A motion to approve the Agenda with the amendment that 'New Business' be moved before 'Old Business', made by Mr. Grant and second by Mr. Martinez. The motion carried.

Approval of Finance Committee Minutes from 6/21/17 (Action Item): A motion to approve the Minutes from 6/21/17 by Mr. Martinez and second by Mr. Grant. The motion carried.

Approval of HR/Personnel Committee Minutes from 11/9/16 (Action Item): A motion to approve the Minutes from 11/9/16 by Mr. Nitz and second by Mr. Martinez. The motion carried.

NEW BUSINESS:

Simplification of the Budget for the Next Board of Director's Meeting: The group reviewed sample budgets from other workforce boards and discussed possible ways to simplify it. Mr. Hesse will incorporate the feedback into a sample budget for the Committee to review at a future meeting.

Over Expenditure of the Title V Program (Action Item): Board staff authorized \$15,000 of unspent funds be paid back to the Department of Health Services (DHS) from the Title V PY16 budget. It was later learned a portion of those monies were going to be needed for an additional payroll cycle. After discussions with our program contact in Madison, we were able to reduce the dollars to \$7,271.38. These dollars must be covered by another, non-restricted account. The group discussed possible options.

A Motion was made by Mr. Grant and seconded by Mr. Nitz that \$7,271.38 from Corporate funds (non-federal) be used to cover the remaining Title V shortfall for PY16. Further the Board staff shall conduct a thorough review of the process and procedures related to monitoring Title V funds in the future. The motion passed.

Approval to Change Cost Allocation Process (Action Item): Mr. Now recommended the cost allocation process currently in place be simplified and streamlined to align with the employee time keeping system. The group discussed and recommended that Mr. Now obtain written confirmation from the Department of Workforce Development that changes to the cost allocation process can be made without their approval and that he craft the new procedure for the Committee to consider at their next meeting. No vote was taken on this item.

[Mr. Now left the meeting at this time.]

PY17 Q-2 Outlook – Revenue, Expenditures & Impact on PY18: Mr. Hesse provided the Committee with updated carry-in numbers for the PY17 budget. The group discussed and it was suggested that a strategic meeting of the Board of Directors be scheduled to address projected PY18 budget shortfalls in early 2018.

OLD BUSINESS:

Status of DOL Audit: Mr. Snyder reported attempts have been made to engage Outagamie County, which left the Fox Valley Workforce Development Board in 2012 to join the Bay Area Workforce Development Board, in the discussion to resolve the payment issue. However, Outagamie County leaders have suggested the Board pursue other avenues of resolution before seeking relief from the counties. All 6 of the current counties in our consortium are prepared to contribute their share. Staff will continue their efforts to bring Outagamie to the table in an effort to resolve this issue.

Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item): Motion to move to closed session by Mr. Grant and seconded by Mr. Nitz. Roll call was taken. The motion passed. FVWDB staff, except Mr. Snyder, left the room.

Return to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item): Motion to return to open session by Mr. Grant and seconded by Mr. Martinez. Roll call was taken. The motion passed. FVWDB staff returned to the room.

Approval of Actions Discussed in Closed Session (Action Item): Motion by Mr. Pedersen and seconded by Mr. Grant to request that the Executive Committee reconsider their prior decision of June 27, 2017, and compensate Paul Stelter up to \$6,400 which satisfies the outstanding amount on his 1/1/16-9/30/16 employment contract. In addition, timesheets will be requested to compensate him for time in PY17 as he transitions his ongoing project to other Board staff. The motion passed.

Quarterly Review and Approvals (4/1/17 – 6/31/17 (Action Items):

Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date: The committee reviewed the above-referenced reports.

Mr. Grant made a motion to approve the Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date for 4/1/17 to 6/31/17, and Mr. Nitz seconded this motion. The motion carried.

Other:

Report to the Board: Mr. Beregszazi will report to the Board of Directors on Thursday, August 17, 2017.

Adjournment: The meeting was adjourned at 3:15 pm.