



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

Fox Valley Workforce Development Board Finance & Personnel Committee

Wednesday, November 1, at 1:00 P.M.

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

Oshkosh WI

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

Members Absent: None

Others in Attendance: Carrie Korth-FVWDB, and Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Bereszazi, called the meeting to order at 1:05 pm.

Approval of Agenda (Action Item): A motion to approve the Agenda made by Mr. Martinez and seconded by Mr. Grant. The motion passed.

(Mr. Pederson joined meeting via phone at this time)

Approval of Finance Committee Minutes from 8/9/17 (Action Item): A motion to approve the Minutes from 8/9/17 by Mr. Nitz and seconded by Mr. Grant. The motion passed

OLD BUSINESS:

Status of DOL Audit: Mr. Snyder reported that all 7 counties in the 2008 Consortium have agreed to pay their share of the settlement between the Board, the Wisconsin Department of Workforce Development and the U.S. Department of Labor and Training Administration related to Monitoring Report 05-04-2001. Mr. Snyder expects full repayment from all 7 counties in January 2018.

Staff Changes and Recommendations for the Future: Mr. Snyder shared information on two items. First, he shared details on the expansion of the Windows to Work program with the Wisconsin Department of Corrections (DOC). Additional financial resources will be provided to the Board for the purpose of hiring a part-time employee to assist current WTW Program Manager Brent Sanderfoot to reach more individuals. The most significant changes to the program involve Mr. Sanderfoot transitioning Fox Lake Correctional Institute to the South Central Workforce Development Board, continue our work with Oshkosh Correctional Institution and adding Red Granite Correctional Institution. In addition, Mr. Sanderfoot and the new part-time employee will also allow us to expand capacity to serve individuals from other prisons returning to WDA4. Because the new role is being funded 100% by DOC, there should be no cost to the Board. The transition and hire should be completed by the end of the year, at the latest. **A motion to recommend acceptance of the plan to establish the new position to serve incarcerated individuals was made by Mr. Nitz and seconded by Mr. Martinez. Motion passed.**

The second item was a discussion with the committee about the Board's accountant position, vacant since Mr. Gary Now's resignation at the end of September. The Board has been functioning well with the services of a temporary accounting staff member, but a decision to fulfill the duties with a more permanent solution will need to be made. Mr. Snyder led the committee in a discussion about the pros and cons related to another direct hire or hiring another sub-recipient or an accounting firm. The committee is supportive of any decision made by Mr. Snyder to fill this role. RFP responses are due to the Board on 11/8/17 and Mr. Snyder anticipates this will be a discussion on the 11/9/17 full Board agenda.

Program Year 2017 Budget (Action Item): Mr. Snyder presented the full program 2017 budget with actual costs for the first quarter, and projected costs for the remainder of the fiscal year. The committee commended the Board staff for their ability to manage a tight budget in an era of decreasing allocations. **A motion was made by Mr. Grant and seconded by Mr. Nitz to accept the budget as presented and recommends approval by the full Board on 11/9/17. The motion passed.**

(Mr. Pederson left the meeting at this time)

NEW BUSINESS:

Review Status of Employee Handbook (Action Item): Mr. Snyder introduced the new Employee Handbook and highlighted key policy and fiscal changes. **A motion was made by Mr. Grant and seconded by Mr. Martinez to accept the handbook with discussed modifications and recommended approval by the Board at its next meeting. The motion passed.**

Quarterly Review and Approvals (7/1/17 – 9/30/17) (Action Items) :

Credit Card Statements – The committee reviewed the report. **Mr. Grant made a motion to approve the Credit Card Statements and Mr. Nitz seconded. The motion passed.**

Check Registry – Checks over \$5000 – The committee reviewed the report. [The Committee had a question about a 7/13/17 check for \$5,093.83 payable to staff member Al Hesse. Upon further review, it was determined this check had been issued to Mr. Hesse in error and should have been issued to a vendor for computer supplies. This error had been caught internally and the check voided, but staff had not correctly made this adjustment in the accounting software which allowed this check to appear on the report. The matter was explained to the committee via email after the meeting and the issue was resolved to the committee's satisfaction.]

Mr. Nitz made a motion to approve the Check Registry – Checks over \$5000 and Mr. Grant seconded. The motion passed.

(Mr. Nitz left the meeting at this time)

Board Financial Reports to Date: The committee reviewed the report. **Mr. Grant made a motion to approve the Board Financial Reports to Date and Mr. Martinez seconded. The motion passed.**

Other:

Report to the Board: Mr. Beregszazi will report to the Board of Directors on Thursday, November 9, 2017.

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