



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

### Fox Valley Workforce Development Board Finance & Personnel Committee

Wednesday, December 6, 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), and Bob Pedersen (by phone)

**Members Absent:** Jim Nitz, JoAnn Hall

**Others in Attendance:** Amy Jeninga - Baker Tilly, Matt Soderman - Baker Tilly, Chris Van Straten – Baker Tilly, Brian Gaumont- Wipfli, Kaydee Ruppert - Wipfli, Carrie Korth-FVWDB, Anthony Snyder-FVWDB, and Presten Traxler-Marion College.

**Call to Order:** Committee Chair, Tony Beregszazi, called the meeting to order at 1:08 PM.

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

**Approval of Finance Committee Minutes from 11/1/17 (Action Item):** A motion to approve the Minutes from 11/1/17 by Mr. Grant and seconded by Mr. Martinez. The motion passed.

### **OLD BUSINESS:**

**Accounting RFP Presentation:** Mr. Snyder briefed the Committee on what has led us to consider an accounting firm for our accountant duties and explained the RFP process. At this time, we are considering proposals from two firms. Both firms presented separately to the Committee and a question and answer session followed.

*(Mr. Martinez left the meeting)*

*(Mr. Traxler, a student who had to observe a workforce board committee or board meeting for class credit, arrived and was warmly welcomed as our first visitor in Board history.)*

**DOL Audit Update:** Mr. Snyder provided a list of the counties that have made either full or partial payments. The Board expects additional payments in early 2018 and will contact DWD to arrange our next payment to the state.

**Staffing Update:** Mr. Snyder provided an update regarding the new part-time position being added to the Windows to Work program. An offer is expected to be made shortly with the individual starting in early 2018.

**PY17 Budget Update:** Mr. Snyder reported a significant increase in health care costs for employee benefits, but with fewer employees needing coverage, the Board should be able to work within the constraints of the budget approved by the Board in November.

**Employee Handbook Revision (Action Item):** Mr. Snyder reviewed amendments made to the Employee Handbook, following adoption at the November Board meetings.

**A motion was made by Mr. Pedersen and seconded by Mr. Grant to present the Employee Handbook to the Executive Committee for final approval. The motion passed.**

**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. Pedersen. Roll call was taken. The motion passed. FVWDB staff, except Mr. Snyder, and members of the general public 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. Pedersen and seconded by Mr. Grant. Roll call was taken. The motion passed. FVWDB staff returned to the room.

**Vote on actions taken in Closed Session (Action Item):** No vote was taken at this time.

#### **NEW BUSINESS:**

**2018 DVR Summer Youth Program (Action Item):** Mr. Snyder presented revenue and expenses for the 2017 DVR Summer Youth Program and reviewed income and expense projections for the 2018 program.

**A Motion was made by Mr. Grant and seconded by Mr. Pedersen to approve the release of \$25,000 in non-restricted funds to begin work on the 2018 DVR Summer Youth Program. The motion passed.**

#### **Quarterly Review and Approvals (10/1/17 – 10/31/17 (Action Items) :**

**Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date:** Mr. Grant suggested that Mr. Snyder initial approved costs on the credit card statements going forward and Mr. Snyder agreed to the request.

**Mr. Grant made a motion to approve the Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date for 10/1/17 to 10/31/17, and Mr. Pedersen seconded. The motion passed.**

#### **Other:**

**Report to the Board:** Mr. Beregszazi will report to the Executive Committee of the Board on December 14.

**Adjournment:** The meeting was adjourned at 3:44 pm.