



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Monday, April 9, at 3:00 P.M.

J.P. Coughlin Center, Room A,

625 E. County Road Y

Oshkosh WI

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

Members Excused: Joanne Hall

Others in Attendance: Kaydee Ruppert – WIPFLI, Carrie Korth-FVWDB, and Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 3:00 PM.

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

Approval of Finance Committee Minutes from 1/25/18 (Action Item): A motion to approve the Minutes from 1/25/18 by Mr. Grant and seconded by Mr. Martinez. The motion passed

OLD BUSINESS:

Wipfli Accounting Transition Update: Mr. Snyder provided an update regarding the accounting transition. Ms. Ruppert reviewed a chart of duties to perform before the transition on 7/1/18. There were no concerns raised.

NEW BUSINESS:

Wipfli Allocation Recommendation (Action Item): Ms. Ruppert presented the proposed updated chart of accounts and cost allocation plan to the committee with a full explanation of the processes. Discussion revolved around the use of location data. Mr. Beregszazi suggested a motion to allocate the data without the use of location during the initial transition, with the option to add the location information at a later date if necessary. **A motion to approve the removal of location from the cost allocation plan was made by Mr. Nitz and seconded by Mr. Grant. Mr. Martinez voted against. Motion carried.**

DOL Audit Payment to DWD (Action Item): Mr. Snyder advised that the first of five annual payments were made to DWD in June and yet we have received nearly all the payments from the counties. He raised the question: did we want to continue with four additional annual payments each June or make a second and final payment to eliminate the obligation? **A motion was made by Mr. Grant to pay off the**

amount that has been collected from the counties thus far and consider use of corporate funds to pay the remainder still not paid by the counties, if possible. Motion seconded by Mr. Nitz. Motion carried.

CEO Evaluation Process (Action Item): Mr. Snyder presented a process to perform an annual CEO evaluation, which will go to the Executive Committee for execution before June 30, 2018. A motion to approve the modified survey and CEO evaluation process was made by Mr. Grant and seconded by Mr. Nitz. Motion carried.

Quarterly Review and Approvals (1/1/18 – 3/31/18) (Action Items):

Credit Card Statements 1/1/18 – 3/31/18: Mr. Grant questioned gift card expenses. Mr. Snyder explained that these were expenses incurred for the Windows to Work program support services (clothing); and is within the WtW operating guidelines.

Board Financial Reports to Date: Mr. Nitz noted that some of the calculations in the budget column show deficits. Mr. Snyder explained that the budget columns in our financial documents remain a work in progress due to staff changes.

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 1/1/18 – 3/31/18, and Mr. Martinez seconded this motion. The motion carried.

Other:

Report to the Board: Mr. Beregszazi will report to the Executive Committee on Thursday, April 12, 2018.

Adjournment: A motion to adjourn the meeting was made by Mr. Grant and seconded by Mr. Martinez. The meeting was adjourned at 4:23 PM.