



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FWWDB Finance & Personnel Committee

Thursday, January 25, at 1:00 P.M.

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

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

Members Absent: Joanne Hall, Jose Martinez

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

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 1:10.

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 12-6-17 (Action Item): A motion to approve the Minutes from 12/6/17 by Mr. Grant and seconded by Mr. Nitz. The motion passed

OLD BUSINESS:

Wipfli Accounting Update: Mr. Snyder provided a summary of activity and a 90-day workplan with Milestones. The contract was signed in January, after attorney review, with a planned go live date in April. Temporary Staff Accountant, Joe Felion, will continue to handle day-to-day accounting work as the enhancement portion of the Wipfli contract continues.

Status of DOL Audit: All counties have made full payment toward the cost of the DOL Audit, except Fond du Lac County, which has made one partial payment and will be paying in at least two more installments.

Staffing Update: Mr. Snyder shared the resumes of two new Board employees: Dana Keas, Windows to Work Case Manager/Coach who began 12/21/17, and Carrie Korth, Executive Assistant, who began 1/22/18. Dana will be working part-time under Manager Brent Sanderfoot in our expanding program serving incarcerated individuals and those recently released. Carrie Korth is full-time, reporting to Anthony Snyder, and will oversee office administration, HR duties and be the accounting liaison with Wipfli.

2018 DVR Summer Youth Program Update: Mr. Snyder advised that our Youth Program Manager Jill Valdez is working with DVR to double the program participants in summer 2018. After sharing the proposed budget, the committee engaged in a discussion about ways to ensure the program's revenue

was strategically reinvested for the good of the Board and those they serve. More discussion to be held at a future meeting.

NEW BUSINESS:

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. Nitz. The motion passed.

FVWDB staff returned to the room and roll call was taken.

Approval of Actions Discussed in Closed Session (*Action Item*): Motion by Mr. Nitz and seconded by Mr. Grant to award back pay to board employee Brent Sanderfoot for the period of 7/1/17 to 12/31/17. The amount represents a budgeted salary increase for Mr. Sanderfoot that was paused pending the receipt of the grant, which had been delayed due to the failure of State Legislature to pass Wisconsin's biennial budget in a timely manner. The motion passed.

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

Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date: The committee reviewed the above-referenced reports. **Mr. Nitz made a motion to approve the Credit Card Statements, Check Registry – Checks over \$5000, and Board Financial Reports to Date for 7/1/17 – 9/30/17, and Mr. Grant seconded this motion. The motion carried.**

Other:

Report to the Board: Mr. Beregszazi will report to the Board of Directors on Tuesday, February 6, 2018.

Adjournment: The meeting was adjourned at 2:18 PM.