



**WORKFORCE DEVELOPMENT
BOARD, INC.**

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Tuesday, October 30, 2018 at 1:00 PM

James P Coughlin Center, Room A

625 E County Rd Y, Oshkosh, WI

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

Members Excused: None

Others in Attendance: Derek Hilst–Wegner CPAs, Carrie Korth-FVWDB and Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 1:16 PM.

Approval of Agenda (Action Item): A motion was made by Mr. Grant to approve the Agenda with a change to move the Annual Audit Presentation to be covered first, seconded by Mr. Nitz. The motion passed.

Approval of Finance Committee Minutes from 8/28/18 (Action Item): A motion to approve the Minutes from 8/28/2018 was made by Mr. Grant and seconded by Ms. Hall. The motion passed.

Annual Audit Presentation (Action Item): Mr. Hilst reviewed the draft copy of the annual audit report and answered questions. Mr. Nitz made a motion to approve the draft audit for presentation to the Board of Directors as the final version, seconded by Mr. Grant. Motion carried.

Non-Board Members Added to Committee: Mr. Snyder announced that Ms. Helen Englebert, President of St. Mary Catholic School in Neenah, will be joining the committee as of January 2019. He reminded the committee that one more non-Board member is needed for the committee. Mr. Snyder will seek Ms. Englebert's formal appointment to the committee at the next Board meeting.

Technology Assessment Update: Mr. Snyder informed the committee that the holistic IT assessment conducted by TeamLogicIT began on 10/30/18. The firm will evaluate all technology aspects of the organization to determine our level of efficiency and effectiveness. A report detailing learnings will be reviewed at the next Committee meeting.

Job Center Room Reservation and Payment System Update: Mr. Snyder announced that Schedulicity, an online scheduling and payment tool for onsite recruitments, has gone live for the Menasha Job Center. This process allows the employers to schedule and pay for on-site recruitments via the Internet. Staff and partners are evaluating learnings and making enhancements before activating at other Centers in WDA4.

FVWDB is an Equal Opportunity Employer and Service Provider

A proud partner of the  American Job Center network

McMahon Drive Building Update: Mr. Snyder stated we continue to market the building through Bechard and Associates and we have had some interest. No sale or lease at this time.

PY19 Budget Discussion: Mr. Snyder shared a preliminary PY19 budget showing estimated carry-in and estimated level funded allocation. Additional revenue or expense reductions will be needed to achieve a balanced budget.

Grant Writer Update: At the previous Executive Committee meeting, the Board entered into an agreement with Seliger & Associates for grant writing. Mr. Snyder and Mr. Beregszazi met with representatives from Seliger & Associates to begin the grant writing process and updated the Committee on the status.

Bank Move Update: Mr. Snyder advised that we are moving our corporate checking and credit card accounts to Associated Bank in an effort to make better use of our online capabilities with Wipfli. Our current bank is not sufficient to support the Wipfli processes. Mr. Snyder will verify that Board Bylaws or Policies do not require a Board vote to change banks.

Wipfli Update and Recommendation on Accounts at Program Year End (Action Item): Mr. Snyder advised that as of 6/30/18, Wipfli determined that several accounts needed end of year adjustments to correct some ongoing errors. The Committee tabled action on this item until more research could be done.

Multi-Functional Devices Proposal (Action Item): Mr. Snyder provided proposals for the purchase or lease of multi-functional devices for Board offices and Job Centers. The research indicated that a purchase, plus a five-year maintenance contract for all devices, is more cost effective. As the purchase is more than \$5,000, the Wisconsin Department of Workforce Development has reviewed and approved the purchase proposal. **Mr. Grant made a motion to approve the purchase of three devices, with 5 year maintenance contracts on four devices, not to exceed \$22,409, seconded by Ms. Hall. Motion carried. The item will be taken to the full Board for 11/6/18 meeting.**

401K Discussion (Action Item): Mr. Snyder informed the committee that Wipfli has alerted us to a disconnect between our employee handbook and our 401K plan. The plan will be amended to be in alignment as of 1/1/19, however it is the recommendation of Wipfli and our third party provider to address the matter according to IRS guidelines. Total cost to the Board to make appropriate contributions to six (6) part-time employees from 2017 and 2018 will total not more than \$2,500. **Mr. Grant made a motion to approve the IRS recommended plan to resolve the 401K issues, seconded by Mr. Nitz. Motion carried.**

QUARTERLY REVIEW AND APPROVALS (7/1/18 –9/30/18) (Action Items):

- Check Registry – Checks over \$5000
- Credit Card Statements 7/1/18 – 9/30/18
- Board Financial Reports to Date

After discussion, Mr. Nitz made a motion to approve the above mentioned reports, as presented, seconded by Mr. Grant. Motion carried.

OOOTHER:

Report to the Board: Mr. Beregszazi will report to the Board of Directors during its meeting on Tuesday, November 6, 2018.

Adjournment: The meeting was adjourned at 3:08 PM.