



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Tuesday, December 4, 2018, at 2:00 PM

James P Coughlin Center

625 E County Rd Y, Oshkosh, WI

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

Members Excused: Bob Pedersen

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

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 2:02 PM.

Approval of Agenda (Action Item): A motion was made by Mr. Grant to approve the Agenda with a change to cover all action items first, seconded by Mr. Nitz. The motion passed.

Approval of Finance Committee Minutes from 10/30/18 (Action Item): A motion to approve the Minutes from 10/30/2018 was made by Mr. Grant and seconded by Ms. Nitz. The motion passed.

OLD BUSINESS:

Wipfli Update and Recommendation on Accounts at Program Year End (Action Item): Mr. Snyder reviewed a recommendation from Wipfli to address and correct account variances from 6/30/18. A motion to approve the recommendation to address these variances was made by Mr. Nitz and seconded by Ms. Hall. The motion passed.

NEW BUSINESS:

Employee Benefit: Health Insurance & Flexible Savings Account (Action Item): Mr. Snyder presented the Board with several options for employee health insurance for calendar year 2019. A motion was made to continue offering health insurance coverage to eligible employees with the Board covering 80% of premium by Mr. Nitz, seconded by Ms. Hall. The motion passed.

The Board's FSA, a non-taxable savings option for employees, was reviewed due to low usage. As the IRS has not issued any concrete guidance on this matter, the Board was provided several recommendations from Wipfli, which were considered. A motion was made to continue offering the FSA in its current form by Mr. Grant, seconded by Mr. Nitz. The motion passed.

QUARTERLY REVIEW AND APPROVALS (10/1/18 –10/30/18) (Action Items):

- Check Registry – Checks over \$5000
- Credit Card Statements 10/1/18 – 10/30/18

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- **Board Financial Reports to Date**

After discussion, Mr. Grant made a motion to approve the above mentioned reports, seconded by Ms. Hall. The motion passed.

OLD BUSINESS:

Non-Board Members Added to Committee: Mr. Snyder advised that Ms. Englebert will be joining the Committee as of January 2019. The Committee still needs additional non-Board member to be in compliance with WIOA guidelines.

Technology Assessment Update: Mr. Snyder advised the technology assessment has been completed, and provided a copy of the report to all members. Mr. Snyder will review the report with staff and the vendor to evaluate recommendations.

McMahon Drive Building Update: Mr. Snyder reported that the lack of a tenant in our Board-owned building meant other options for covering 75% of the mortgage would need to be considered. The Committee discussed using the line of credit. The contract with our current real estate broker ends on 12/31/18 and the Committee recommended renewing for 90 days. The broker will complete an updated comparative analysis of similar properties and consider updating our listing price accordingly.

Program Year 19 Budget Discussion: Mr. Snyder advised that the continued funding reductions, job center hours may have to be reduced in PY19. The topic was presented to the Chief Elected Officials who may consider including some financial support in future county budgets.

NEW BUSINESS:

New Hire: Mito Kudaka, Manager of Workforce Innovation: Mr. Snyder advised that two WIOA program manager positions were eliminated to create the new role of Workforce Innovation Manager. Mr. Kudaka accepted the position on 11/27/18.

OTHER:

Report to the Board: Mr. Snyder will report to the Executive Committee during its meeting on Thursday December 6, 2018.

Adjournment: The meeting was adjourned at 3:10 PM.