



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Friday, January 4, 2019 at 2:00 PM

James P Coughlin Center

625 E County Rd Y, Oshkosh, WI

Members in Attendance: Tony Beregszazi, Helen Englebert, Brad Grant, Joann Hall, Jose Martinez and Jim Nitz.

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 2:05 PM.

Introductions: New committee member, Ms. Englebert, was welcomed and all members provided introductions.

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

Approval of Minutes from 12/4/18 Finance & Personnel Committee Meeting (Action Item): A motion was made by Mr. Grant to approve the 12/4/18 meeting minutes with a minor wording adjustment, seconded by Mr. Nitz. The motion passed.

OLD BUSINESS:

Non-Board Members Added to Committee: Mr. Snyder advised that the committee still requires one additional non-Board member. The position must be filled by 3/31/18.

Technology Assessment Update (Action Item): Mr. Snyder presented the report of our holistic IT audit. After discussion, the committee indicated the need for more research on the feasibility of outsourcing our IT functions. **A motion was made by Mr. Grant instructing staff to develop a Request for Proposal (RFP) for managed IT services for committee review at a future meeting, seconded by Mr. Martinez. The motion passed.**

McMahon Drive Building Update: Mr. Snyder advised that the sale price on the building has been reduced in price to be in line with a recent comparison of commercial sales in the region. The lease price remains at \$16/square foot.

NEW BUSINESS:

FVWDB is an Equal Opportunity Employer and Service Provider

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Update to Board Financial Policies and Procedures (Action Item): In order to be compliance with a variety of changes to accounting regulations for not-for-profits, Mr. Snyder indicated that we must invest in a thorough review and update of the Board's Policies and Procedures. **A motion was made to contract with Wipfli to review and update the Board's financial policies and procedures for a cost of \$3,500 was made by Ms. Hall, seconded by Mr. Martinez. 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): A motion to move into closed session was made by Ms. Englebert, seconded by Mr. Martinez. The motion passed. Ms. Korth left the room. Mr. Snyder performed roll call and the Committee entered Closed Session to discuss personnel and contract matters.

Move to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item): A motion to move into open session was made by Mr. Nitz and seconded by Mr. Grant. The motion passed.

Mr. Snyder performed a roll call and Ms. Korth returned to the room.

Action on Items Discussed in Closed Session (Action Item): A motion to approve an updated role description for the current executive assistant, and a decision to approve LETC's request to increase expenditures on WIOA Adult Program by \$30,000 through a transfer from Dislocated Worker Program, was made by Mr. Grant, seconded by Ms. Hall. The motion passed. Mr. Snyder to further refine the role and determine appropriate salary range for the executive assistant based on new work duties.

REVIEW AND APPROVALS (11/1/18 –11/30/18) (Action Items):

- Check Registry – Checks over \$5000
- Credit Card Statements 11/1/18 – 11/30/18
- Board Financial Reports to Date

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

OTHER:

Report to the Board: Mr. Beregszazi will report to the Board of Directors during its meeting on Tuesday, February 12, 2019.

Adjournment: The meeting was adjourned at 4:10 PM.