MINUTES

FVWDB Finance & Personnel Committee
Wednesday, March 13, 2019 at 2:00 PM
Fox Valley Workforce Development Board,
1401 McMahon Drive, Neenah, WI

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

Members Excused: JoAnn Hall and Bob Pedersen

Others in Attendance: Anthony Snyder-FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 2:05 PM.

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

Approval of Minutes from 1/4/19 Finance & Personnel Committee Meeting *(Action Item):* A motion was made by Mr. Martinez to approve the 1/4/19 meeting minutes and 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 or we can expect a finding in our next monitoring report.

McMahon Drive Building Update: Mr. Snyder updated the committee on the impending sale of our building at 1401 McMahon Drive, Neenah. Assuming all conditions of sale are met, we expect the new owner to close on the building on 4/1/19. One condition of sale is Board staff remaining in a reduced section of the building as a tenant for at least 15 months. Further negotiations are ongoing.

New Hire: Mito Kudaka, Manager of Workforce Innovation: Mr. Snyder reported that Mr. Kudaka, an employee with us since November 2018, was offered and has accepted a role with a larger not-for-profit in the region. His last day with the Board will be 3/31/19. Mr. Snyder will be making a decision on the future of this role.

Updated Role Description for Administrative Assistant *(Action Item)*: At the previous meeting of this committee, decisions were made to alter this role description in light of duties being assigned to the staff member at the time. Since that meeting, the staff member in question has left Board employment. Mr. Snyder presented the committee with an updated description to fit the role to be refilled and

suggestions were made to clarify requirements. **A motion was made by Mr. Martinez to approve the updated role description with suggested changes, seconded by Ms. Englebert. The motion passed.**

Updated LETC Contract ***(Action Item)*****:** The Board's WIOA subrecipient, with the support of staff, is recommending a contract change to shift $4,000 from staff training and $11,000 from Youth Training and Support to Youth Work Experience. **A motion was made by Mr. Grant to approve the contract modification, seconded by Mr. Martinez. The motion passed.** With the recent departure of a staff member, LETC reported to Mr. Snyder the organization would have approximately $12,000 in unused wage and fringe, which they were also recommending be reallocated to Youth Work Experience. **After discussion, a motion was made by Mr. Nitz and seconded by Mr. Martinez, to approve this second contract modification. The motion passed. The committee asked that LETC prepare a plan for how these dollars will be used.**

Managed IT Services RFP: Mr. Snyder updated the committee on the status of the Managed IT Services RFP, which was delayed due to recent staffing changes.

Status of Wipfli Rewritten Board Financial Policies and Procedures: Mr. Snyder updated the committee on the status of these rewrites and led the committee in a discussion about separate or combined documents. The committee urged staff and Wipfli to continue with separate financial policies and procedures and Mr. Snyder will contact Wipfli to continue the rewrites.

Status of Wipfli Finance & Personnel Committee Dashboard: Mr. Snyder informed the committee that within the next two weeks, each of them will have access to having read-only access to the finance and accounting dashboards Wipfli created for the staff. More information coming shortly.

NEW BUSINESS:

Board Receipt of IRS990, 990T and WI-4T Tax Documents: Mr. Snyder updated the committee on the receipt of IRS990, 990T and WI-4T tax documents, completed by our auditor, Wegner Associates. The documents are now posted on the Board web site.

DWD and DHS Receipt of Board Audit for Year Ended June 30, 2018: Mr. Snyder shared correspondence from the Wisconsin Department of Workforce Development (WIOA administration) and Wisconsin Department of Health Services (Title V administration), acknowledging receipt of the audit and noting its compliance with department guidelines.

WAGE$ Monitoring Report: Mr. Snyder shared known details on the recent WAGE$ apprenticeship program monitoring by the Department of Labor. The Board is not expecting any disallowed costs as a result of the monitoring.

DWD Monitoring on April 1-5, 2019: Mr. Snyder informed the committee of the upcoming DWD monitoring of the Board's WIOA program and fiscal activities, as well as annual Equal Opportunity and Americans with Disability Act review.

DWD Retail Grant: Mr. Snyder informed the committee that Board staff would be completing an application for a DWD Retail Grant, in light of a slew of closures of retail outlets following the holiday shopping season.

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PY19 Program Discussion: Mr. Snyder led the committee on a brief discussion about programs for 2019, including Windows to Work, Title V, a possible Job Center inside Taycheedah State Correctional Institution and the staffing challenges with this year's summer youth program.

REVIEW AND APPROVALS (12/1/18 –1/31/19) *(Action Items)*:

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

After discussion regarding ways to further improve the financial reports, which Mr. Snyder will share with Wipfli, a review of the credit card statement and a review of checks over $5,000 (of which there were none) Mr. Grant made a motion to approve the above mentioned reports, seconded by Mr. Martinez. Motion carried.

OTHER:

Adjournment: The meeting was adjourned at 4:07 PM.

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