



AGENDA

Finance & Personnel Committee Meeting

Wednesday, March 13, 2019 at 2:00 PM
Fox Valley Workforce Development Board Office,
1401 McMahon Road, Suite 200, Neenah, WI
(Use Side Entrance)

| Required | Present | Required | Present |
|------------------------|---------|----------------|---------|
| Tony Beregszazi, Chair | | Bob Pedersen | |
| Brad Grant | | | |
| JoAnn Hall | | | |
| Jose Martinez | | Staff | |
| Jim Nitz | | Anthony Snyder | |

* A Total of 4 members required for quorum.

- 1) Call to Order
- 2) Approval of Agenda (**Action Item**)
- 3) Approval of Minutes from 1/4/19 Finance & Personnel Committee Meeting (**Action Item**)

OLD BUSINESS:

- 4) Non-Board Members Added to Committee
- 5) McMahon Drive Building Update
- 6) New Hire: Mito Kudaka, Manager of Workforce Innovation
- 7) Updated Role Description for Executive Assistant (**Action Item**)
- 8) Updated LETC Contract (**Action Item**)
- 9) Status of Managed IT Services RFP
- 10) Status of Wipfli Rewritten Financial Policies and Procedures
- 11) Status of Wipfli Finance & Personnel Committee Dashboard

NEW BUSINESS:

- 12) Board Receipt of IRS-990T and WI-4T
- 13) DWD and DHS Receipt of Board Audit for year ended June 30, 2018
- 14) WAGES Monitoring Report
- 15) DWD Monitoring April 1-5, 2019
- 16) Submission of DWD Retail Grant
- 17) PY19 Program Discussion

For additional information, if you require assistance to attend the meeting or to access meeting materials, or if you need an interpreter, contact Carrie Korth at FVWDB, 1401 McMahon Road, Suite 200, Neenah, WI 54956, ckorth@fvwdb.com, 920-720-5600.

REVIEW AND APPROVALS (Action Items)

- 18) Board Financial Reports
- 19) Credit Card Statements (12/1/18 – 1/31/19)
- 20) Check Registry-Checks over \$5,000 (12/1/18 – 1/31/19)

OTHER:

- 21) Adjournment