



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Wednesday, June 12, 2019, at 2:00 PM

Coughlin Center, Room C, 625 E County Y, Oshkosh, WI

Members in Attendance: Tony Beregszazi, Jose Martinez, Jim Nitz, and Bob Pederson.

Members Excused: Helen Englebert, Brad Grant, and JoAnn Hall.

Others in Attendance: 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. Martinez to approve the agenda and seconded by Mr. Pederson. The motion passed.

Approval of Minutes from 5/8/19 Finance and Personnel Committee Meeting (Action Item): A motion was made by Mr. Nitz to approve the 5/8/19 meeting minutes and seconded by Mr. Martinez. The motion passed.

OLD BUSINESS

Wipfli Finance & Personnel Committee Dashboard: Mr. Snyder provided login instructions for each committee member to view the Board's Financial Dashboards through the Wipfli portal. Mr. Snyder reminded the committee that the ability to view the Board's financials in real time was lauded as a "best practice" by DWD during the Spring 2019 monitoring.

Updated Financial Policies: Mr. Snyder indicated that Wipfli had completed its initial review of current Board financial policies and procedures. The committee asked staff to continue with the editing process and provide an updated version for their review and approval at a future meeting.

PY 19 Budget Discussion (Action Item): Mr. Snyder reviewed the process of creating the Board's Program Year 2019 budget. He further discussed areas of the budget that were still in flux as the Board negotiated with Job Center Required Partners and the Department of Corrections over changes in the Windows to Work program in Oshkosh. **After discussion, Mr. Nitz motioned to advance this interim budget to the Board, seconded by Mr. Martinez, with the understanding a more complete budget will be compiled in the near future. The motion passed.**

NEW BUSINESS:

FVWDB is an Equal Opportunity Employer and Service Provider

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Personnel Handbook Update: The committee tabled action on this matter and asked Mr. Snyder to do additional research.

Review and Approvals (3/1/19- 4/30/19) (Action Items):

- Board Financial Reports to Date
- Credit Card Statement, 4/19
- Check Registry - Checks over \$5000, 4/19

A review of the credit card statements and checks over \$5,000 were completed. Mr. Nitz made a motion to approve the above mentioned reports, seconded by Ms. Hall. Motion carried.

OTHER:

Adjournment Mr. Nitz made a motion to adjourn the meeting, seconded by Mr. Martinez. The motion passed. The meeting was adjourned at 4:00 PM.

The next **Finance & Personnel Committee Meeting** will be held on Wednesday, July 10, 2019 from 2:00 to 4:00 pm. Location to be determined.