



**WORKFORCE DEVELOPMENT  
BOARD, INC.**

*Building a world class workforce*

## MINUTES

### FVWDB Finance & Personnel Committee

Wednesday, May 13, 2020, 2:00 PM

Via GoToMeeting.com

**Members in Attendance:** Chair Dale Walker, Tony Beregszazi, Helen Englebert, Brad Grant, JoAnn Hall, Jose Martinez, Jim Nitz, and Bob Petersen.

**Others in Attendance:** Kortni Smith – Wipfli and Anthony Snyder – FVWDB.

**Call to Order:** Chair Walker called the meeting to order at 2:06 PM.

**Approval of Agenda and Minutes from 3/30/2020 Meeting (*Action Items*):** A motion was made by Mr. Martinez and seconded by Mr. Beregszazi to approve the agenda and the minutes from the 3/30/2020 meeting. Motion carried.

**Board Financial & Personnel Update:** Mr. Snyder updated the committee on operational impacts of the COVID-19 pandemic, the receipt of our Paycheck Protection Program (PPP) funding, the status of our Economic Injury Disaster Loan (EIDL), the status of a \$999,999 National Dislocated Worker Disaster Grant Wisconsin received from the U.S. Department of Labor, and the status of our opioid and re-entry grant applications.

**Non-Board Members on Committee:** Mr. Snyder reminded the committee that Mr. Nitz will be completing his time on the committee at the end of June. The Workforce Innovation and Opportunity Act (WIOA) requires that all Board standing committees include at least two (2) non-Board members. The committee members agreed to recommend potential candidates.

**Update on Possible Future Funding:** Mr. Snyder shared information on the Relaunching America's Workforce (RAWA) Act, which was introduced in the House Education and Labor Committee. Mr. Snyder also shared a letter of support, which he encouraged members of the committee to share with Wisconsin's congressional delegation and senators.

**Auditor for Fall 2020: (*Action Item*):** Mr. Snyder led the committee in a discussion regarding contracting for an auditor for fall 2020. A motion was made by Mr. Pedersen and seconded by Mr. Nitz to authorize Mr. Snyder to contract with the auditing firm of his choosing with the understanding that this year's cost will be in line with previous years' audit fees. Motion carried.

**Contracts for Fond du Lac Receptionist/One Stop Operator: (Action Item):** Mr. Snyder explained the need to contract for a receptionist at the Fond du Lac Job Center and for a One Stop Operator. A motion was made by Mr. Beregszazi and seconded by Mr. Grant to authorize Mr. Snyder to contract with Wisconsin State AFL-CIO LETC, Inc. for a six (6) month receptionist contract not to exceed \$50,000, and for the Program Year 2020 One Stop Operator (OSO) contract with the WDA4 One Stop Operator Management Consortium for not more than \$3,500. Motion Carried.

**Program Year 2020 Budget Discussion:** The committee was joined by Ms. Smith (WIPFLI) to review the preliminary budget for PY20. Mr. Snyder shared the statewide WIOA allocations for all 11 workforce boards. FVWDB will be receiving \$155,447 less this program year than last. The budget will need one more round of edits once we know the proposed finding for our Title V and Wisconsin Department of Corrections Windows to Work programs.

**Review and Approvals (Action Items):**

- Board Financial Reports (As of March 30)
- Credit Card Statement (Months of March and April)
- Check Registry - Checks over \$5000 (None in the month of March)

**A review of the financial reports, credit card statements and checks over \$5,000 were completed. Mr. Grant made a motion to accept the reports, seconded by Ms. Englebert. Motion carried.**

**Adjournment:** The meeting adjourned.

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