



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

### FVWDB Finance & Personnel Committee

Wednesday, February 10, 2021, 2:00 PM

Via GoToMeeting

**Members in Attendance:** Chair Dale Walker, Tony Beregszazi, Helen Englebert, Brad Grant, JoAnn Hall, and Jennifer Thomas.

**Members Excused:** Jose Martinez.

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

**Call to Order:** Due to a technology issue at the Board office, Chair Walker called the meeting to order at 2:39 PM.

**Approval of Consent Agenda (Action Items):** A motion was made by Mr. Beregszazi and seconded by Mr. Grant to approve the Consent Agenda, which included the Agenda; Minutes from the 11/12/2020 Finance & Personnel Committee Meeting; and an Update on Job Center Cost Reimbursement from Program Year 2019. Motion Carried.

**Welcome New Committee Member:** The committee welcomed Jennifer Thomas, Director of Finance and Operations at Envision Fond du Lac, as a new member of the committee.

**Update Board Procurement Policy: (Action Item):** Mr. Snyder presented an updated chart of “Authorizations and Purchasing Limits” recommended by DWD to bring us into compliance with the Uniform Guidance regarding purchases and procurement. A motion was made by Mr. Beregszazi and seconded by Ms. Englebert to accept the updates. Motion Carried.

**Support to Communities Grant Update: (Action Item):** Mr. Snyder provided an updated plan of action to execute recruitment and service delivery for the Support to Communities Grant. A motion was made by Mr. Beregszazi and seconded by Mr. Grant to accept the report. Motion Carried.

**Budget Modification: (Action Item):** Ms. Smith and Mr. Snyder reviewed proposed changes to the Board’s budget, taking into account actual expenses through December 2020, the Paycheck Protection Program dollars and the Support to Communities Grant. A motion was made by Mr. Grant and seconded by Mr. Beregszazi to adopt the updated budget. Motion Carried.

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

- Board Financial Report – October/November/December 2020

- Credit Card Statements – November/December 2020 and January 2021
- Check Registry - Checks over \$5000 for October/November/December 2020

**A review of the financial reports, credit card statements and checks over \$5,000 were completed. Mr. Beregszazi made a motion to accept the reports, seconded by Ms. Englebert. Ms. Hall abstained from the vote due to a Moraine Park Technical College payment. Mr. Walker, as chair, has no vote, but noted a Fox Valley Technical College Payment as well. Motion carried.**

**Adjournment:** The meeting adjourned at 3:54 pm.

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