



MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday October 8, 2026

Via Microsoft Teams

Members in Attendance: Chair Jose Martinez, and Sara Cardinal.

Members Excused: Tony Beregszazi.

Others in Attendance: Amanda Hodge – Dean Dorton, and Anthony Snyder – FVWDB.

Call to Order: Chair Martinez called the meeting to order at 2:34 pm.

Approval of Consent Agenda (Action Item): A motion was made by Cardinal, and seconded by Martinez, to approve the Consent Agenda, which included the 10/6/26 Meeting Agenda; Minutes of the 9/10/26 Finance & Personnel Committee Meeting; Results of the Worker Compensation Audit Resulting in a Refund; and the Quarterly FVWDB 401(k) Plan Report 7/1/26-9/30/26; motion carried.

Updating Accounting & Financial Policies Manual (Second Reading): Snyder reminded the committee to review and provide feedback to the updated Accounting & Financial Policies Manual. All feedback is requested by 12 noon on Thursday, October 15.

Updating Personnel Manual/Handbook (First Reading): The committee reviewed a first draft of the updated FVWDB Employee Handbook. Snyder reviewed a list of all proposed changes. The committee will have a second reading in November and final approval in December 2026.

Update on Staff Changes: Snyder reported on the need to lay off one full-time employee due to the ending of the FORWD grant on 9/30/26. We extend best wishes to Maureen Bryden who had been with us for nearly six years as a career planner on several grants. Snyder also shared an update on plans to return an employee to work after time on the Board's Short-Term Disability on 10/19/26.

Financial Document Review (Action Items): Hodge and Snyder reviewed Board Financial Reports and the Checks Over \$5,000 Report from August 2026; and the Credit Card Statement from September 2026. **Motion made by Cardinal and seconded by Martinez to accept the reports as presented; motion carried.**

Round Robin on Workforce Issues: Snyder announced the Board is working with the Wisconsin Department of Workforce Development (DWD) to look at possible grants for our region following the 7/27/26 tornado which struck Appleton and Neenah.

Adjournment: Motion made by Cardinal and, with no objections, the meeting was adjourned at 3:09 pm.

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