



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FWWDB Finance & Personnel Committee**

**2:30 pm, Thursday, November 10, 2022**

**Via Zoom**

**Members in Attendance:** Chair Brad Grant, Tony Beregszazi, Jose Martinez, Kortni Smith, and Dale Walker.

**Members Excused:** JoAnn Hall, and Katlyn Hendricks.

**Others in Attendance:** Derek Hilst – Wegner CPAs, and Anthony Snyder – FWWDB.

**Call to Order:** Chair Grant called the meeting to order at 2:37 pm.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Martinez, and seconded by Mr. Walker, to approve the Consent Agenda, which included the Agenda, Minutes from the 10/13/22 Finance & Personnel Committee Meeting, and an Update on the Board's Line of Credit; motion carried.

**Board Annual Audit (Action Item):** Mr. Hilst reviewed the Independent Audit Report from June 30, 2022. The auditor noted the Board was in compliance with all financial requirements, including internal control, management activities and financial strength of the organization. **A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to accept the audit report as presented; motion carried.**

**Financial Document Review (Action Items):** Ms. Smith and Mr. Snyder reviewed Board Financial Reports from September 2022, the Credit Card Statement from October 2022, and Checks Over \$5,000 for September 2022.

- Board Financial Report – September 2022. **A motion was made by Mr. Martinez, and seconded by Mr. Walker, to accept the report as presented; motion carried.**
- Credit Card Statement – October 2022. **A motion was made by Mr. Beregszazi, and seconded by Mr. Martinez, to accept the credit card as presented; motion carried.**
- Check Registry-Checks Over \$5,000 – September 2022. **A motion was made by Mr. Walker, and seconded by Mr. Beregszazi, to accept report of checks over \$5,000 as presented; motion carried.**

**Board Update:** Mr. Snyder providing a staffing update for the Board. No action was required.

**Adjournment:** The meeting adjourned at 3:34 pm.

###

*The Fox Valley Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service or at 800-947-3529. At no cost, you may request information in an alternate format, including language assistance or translation information to your preferred language by contacting us at (920) 594-3655*

A proud partner of the  American**JobCenter** network