



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Thursday, March 11, 2021, 10:30 am

Via GoToMeeting

Members in Attendance: Chair Dale Walker, Helen Englebert, Brad Grant, and Jennifer Thomas.

Members Excused: Tony Beregszazi, JoAnn Hall, and Jose Martinez.

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

Call to Order: Chair Walker called the meeting to order 10:34 am.

Approval of Consent Agenda (Action Items): A motion was made by Mr. Grant and seconded by Ms. Englebert to approve the Consent Agenda, which included the Agenda and Minutes from the 2/10/21 Finance & Personnel Committee Meeting; motion carried.

2019 990 Received: Mr. Snyder shared a copy of the Board's 990 from 2019 (just received) and noted that it was now posted on the Board web site.

Job Center Cost Reimbursement for Program Year 2019 and 2020: Mr. Snyder updated the committee that DWD would be reimbursing the Board for PY19 job center expenses. Request for P20 expenses to be submitted.

H1B Rural Healthcare Grant Update: Mr. Snyder updated the committee on a new grant which will train individuals in western Fond du Lac, Green Lake and Waushara counties for careers in the medical field. This is a 4-year grant which began February 2021 with a value of \$393,541.

Update Board Record Retention Policy: (Action Item): Mr. Snyder presented an updated Record Retention Policy recommended by the Wisconsin Department of Workforce Development to bring us into compliance with the Uniform Guidance regarding record retention. **A motion was made by Mr. Grant and seconded by Ms. Thomas to adopt the updated record retention policy; motion carried.**

Review and Approvals (Action Items):

- Board Financial Report – January 2021
- Credit Card Statements – February 2021
- Check Registry - Checks over \$5000 for January (NONE)

A review of the financial report and credit card statement was completed. Mr. Grant made a motion to accept the reports, seconded by Ms. Englebert; motion carried.

Adjournment: The meeting adjourned at 11:36 am.

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