



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Thursday, December 9, 2021, 2:30 pm

Via GoToMeeting

Members in Attendance: Chair Brad Grant, Tony Beregszazi, Jennifer Thomas, and Dale Walker.

Members Excused: JoAnn Hall, Kaitlyn Hendricks, and Jose Martinez.

Others in Attendance: Derek Hilst – Wegner CPAs, Kortni Smith – Wipfli, and Anthony Snyder – FVWDB.

Call to Order: Chair Grant called the meeting to order 2:32 pm.

Approval of Agenda (*Action Item*): A motion was made by Mr. Beregszazi, and seconded by Mr. Walker, to approve the Agenda, with the addition of a “Conflict of Interest” discussion; motion carried.

Approval of Minutes (*Action Item*): A motion was made by Mr. Beregszazi, and seconded by Ms. Thomas, to approve the minutes of the 10/14/21 Committee meeting; motion carried.

Best Wishes to Committee Member Jennifer Thomas: The Committee thanked Ms. Thomas who is relocating out of state and ending her time on this committee as a result. Mr. Snyder reminded all Committee members about the need to refill her position on the Committee with a Non-Board member.

Wegner CPAs’ Annual Audit Report (*Action Item*): Mr. Hilst provided an overview of the recently completed annual audit and answered questions from the committee. **A motion was made by Mr. Walker and seconded by Mr. Beregszazi to accept the report; motion Carried.**

Updated Budget for Program Year 2021 (*Action Item*): Mr. Snyder and Ms. Smith presented an updated Board budget for the 2021 Program Year. The budget, updated with new grants and updated expenditure information through October, was discussed. **A motion was made by Mr. Beregszazi, and seconded by Mr. Walker, to adopt the updated budget for PY21; motion carried.**

Paycheck Protection Program (PPP) Forgiveness: Mr. Snyder shared formal notice from the U.S. Small Business Association (SBA). The SBA has reviewed our PPP forgiveness application and converted our PPP loan to a grant, as expected.

Conflict of Interest Discussion: Mr. Snyder shared that his spouse recently accepted a role in the public relations department of Wipfli, LLC., the Board's accountant. The committee made note of the potential conflict and was reassured that Wipfli's segregation of staff access will reduce any risks from the potential conflict of interest.

Review and Approvals (*Action Items*):

- Board Financial Report – September and October 2021
- Credit Card Statement – October and November 2021
- Check Registry - Checks over \$5000 for September and October 2021

A review of the financial reports, credit card statements and the check registry of \$5,000 was completed. **Mr. Beregszazi made a motion to accept the reports, seconded by Ms. Thomas; motion carried.** Mr. Walker did not participate in the check registry discussion and abstained from the vote, noting checks payable to his employer.

Adjournment: The meeting adjourned at 3:17 pm.

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