



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

### FVWDB Finance & Personnel Committee

2:30 pm, Thursday, June 13, 2024

Via Microsoft Teams

**Members in Attendance:** Chair Jo Ann Hall, Tony Beregszazi, and Brad Grant.

**Members Excused:** Jose Martinez, and Dale Walker.

**Others in Attendance:** Jess Ervin – Wipfli; and Anthony Snyder – FVWDB.

**Call to Order:** Ms. Hall called the meeting to order at 2:40 pm, once quorum had been achieved.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to approve the Consent Agenda, which included the 6/13/24 Meeting Agenda; Minutes of the 5/9/24 Finance & Personnel Committee Meeting; Creative Planning (Board 401k provider) – Required Form ADV Part 2A Disclosure Brochure; and the Successful Audit Close-Out Letter from the Wisconsin Department of Workforce Development (DWD) for Year Ended 6/30/23; motion carried.

**Outsourced Accounting Discussions:** As part of its regular procurement process, the committee discuss proposals from two additional accounting service providers. As we do not yet have the Program Year 2024 Wipfli proposal, no formal action was taken.

**Update to Job Center Memorandum of Understanding for Program Year 23:** Mr. Snyder reported on the successful outcome of our PY23 MOU negotiations using an outside consultant, Jeff Marcella, to lead the effort. Mr. Marcella will also be contracted to lead the development of our Program Year 2024-2028 Local Plan, to be ready for review by 9/30/24.

**Update to Employee Termination Issue:** Mr. Snyder reported on the status of an employee termination.

**Update to Congressionally Directed Spending Project:** Mr. Snyder reported on the work done thus far with our training partner, Third Sector, to prepare for the Department of Labor (DOL) grant application that will be open in September 2024. No action at this time.

**SCSEP Position Creation (Action Item):** The Board has been awarded additional counties in the Senior Community Service Employment Program (SCSEP) for PY24 and we need to create an additional position to staff the additional counties. **A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to recommend creation of a part-time role with a wage and fringe value not to exceed \$31,000 annually; motion carried.**

**Update to Board's Accounting and Procedures Manual (Action Item)**: During routine monitoring, we discovered that a single line had been left out of the Board's Accounting & Financial Policies Manual. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to add the missing line to the document as had been intended when the document was updated in 2022; motion carried.**

**Program Year 2024 Budget Adoption (Action Item)**: At this point, the Board has not received any PY24 contracts for a majority of its grants, only estimates. Wipfli is now charging a fee for budget creation and any work done on an estimated budget would need to be redone once actual contracts arrive. In order to provide the Board with authorization to operate, the committee discussed a continuing resolution for two (2) months and recommended a number of steps to take to continue operations. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to extend the current budget for July and August 2024 at current rates. In authorizing this budget, the following was also recommended:**

- **Extend the contract for our subrecipient (Forward Service Corporation) for the same rate as PY23 for July and August;**
- **Renew the One Stop Operator contract for a second full year at the same rate of \$3,500;**
- **Renew the CEO contract at the same salary for the full year (no increase at this time); and**
- **Renew the Wipfli contract at the same rate for July and August.**
- **The motion also included a 3% raise for a staff member that was not given in previous fiscal year due to extenuating circumstances, retroactive to 5/1/24.**

**Motion carried.**

**Financial Document Review (Action Items)**: Mr. Ervin and Mr. Snyder reviewed Board Financial Reports from April 2024; the Credit Card Statement from April 2024; and Checks Over \$5,000 from April 2024. **A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to accept the reports as presented; motion carried.**

**Adjournment:** The meeting adjourned at 3:59 pm.

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