



MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday, June 9, 2022

Via Zoom

Members in Attendance: Chair Brad Grant, Tony Beregszazi, JoAnn Hall, and Jose Martinez.

Members Excused: Katlyn Hendricks, and Dale Walker.

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

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

Approval of Consent Agenda (Action Items): A motion was made by Mr. Martinez, and seconded by Ms. Hall, to approve the Consent Agenda, which included the Agenda, Minutes from the 5/12/22 Finance & Personnel Committee Meeting, and the Resolution of Employee Benefits Payments from 2021; motion carried.

Review and Approvals (Action Items):

- Board Financial Report – April 2022
- Credit Card Statement – May 2022
- Check Registry - Checks over \$5000 for April 2022

A review of the financial report, credit card statement and the check registry of checks over \$5,000 was completed. **Mr. Martinez made a motion to accept the financial report, the credit card statement – noting two disputed items by staff – and checks over \$5,000, seconded by Mr. Beregszazi; motion carried.** Ms. Hall did not participate in the check registry discussion and abstained from the vote, noting a check payable to her employer.

Adoption of Updated Fiscal Policies (Action Item): Mr. Snyder and Ms. Smith reviewed the updated fiscal policies which now connects both policies and procedures. The document has been reviewed by Wipfli and compared against their template for items to be included. The Wisconsin Department of Workforce Development also reviewed. This marks the first major update to these policies since 2015. **A motion was made by Mr. Martinez, and seconded by Mr. Beregszazi, to adopt the updated fiscal policies; motion carried.**

Preliminary Budget for Program Year 2022 (Action Item): Mr. Snyder and Ms. Smith presented a preliminary Board budget for the 2022 Program Year. The budget was discussed and the committee noted a strong cash position which may warrant the creation of an investment strategy in the future. **A motion was made by Mr. Martinez, and seconded by Ms. Hall, to adopt the updated budget for PY22; motion carried.**

Wipfli Accounting Proposal (Action Item): Mr. Gaumont reviewed a scope document and proposed fees for PY22 outsourced accounting through Wipfli. The committee engaged in a discussion with Mr. Gaumont and Ms. Smith.

- **Move to Closed Session as per State Statute 3-305(b(14) for discussing procurement:**
Motion made by Mr. Martinez, and seconded by Mr. Beregszazi; motion carried. Mr. Gaumont and Ms. Smith exited the meeting.
- **Return to Open Session as per State Statute 3-305(b(14) for discussing procurement:**
Motion made by Mr. Martinez, and seconded by Ms. Hall; motion carried.

Approval of Actions Discussed in Closed Session (Action Item): Mr. Martinez made a motion to seek a one year contract with Wipfli from 7/1/22 until 6/30/23 following the review of a formal contract; seconded by Ms. Hall. Motion carried.

Next Meeting: The committee agreed to meet at 3 pm on Wednesday, June 15, and asked Mr. Snyder to secure a formal contract from Wipfli for review prior to that meeting.

Adjournment: The meeting adjourned at 4:23 pm.

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