



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB Finance & Personnel Committee**

**2:30 pm, Thursday, February 13, 2025**

**Via Microsoft Teams**

**Members in Attendance:** Chair Jo Ann Hall, Tony Beregszazi, and Jose Martinez.

**Members Excused:** Brad Grant.

**Others in Attendance:** Kortni Smith – Dean Dorton, and Anthony Snyder – FVWDB.

**Call to Order:** Chair Hall called the meeting to order at 2:37 pm, once quorum had been achieved.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Martinez, and seconded by Mr. Beregszazi, to approve the Consent Agenda, which included the 2/13/25 Meeting Agenda; Minutes of the 12/16/24 Finance & Personnel Committee Meeting; FVWDB (401(k) December 2024 Plan Performance Results; and Required Insurance Broker Transparency Document for 2025; motion carried.

**FVWDB Board Updates:** This item was removed from the Consent Agenda for additional discussion. Mr. Snyder reviewed the status of the following: President Trump Executive Order to Freeze All Grant Spending; Subpoena from State of Wisconsin Department of Agriculture, Trade and Consumer Protection in the Matter of Special Events Custom Services, LLC; Employee Termination Issue; Update to Project ROBUST, Our Congressional Directed Spending Grant; Status of the New Employee and Job Center inside Oshkosh State Correctional Institution; Status of the Board's Grant Award for the Fostering Opioid Recovery Through Workforce Development (FORWD); Status of the Board's Two Wisconsin Fast Forward Grant Awards; Status of the Application for the Wisconsin Department of Workforce Development's Workforce Advancement Initiative 2 Grant; Update on our Three Spring Job Fairs; and an Update on the Relocation of the Menasha Job Center to Oshkosh in 2025. No formal vote was required.

**Budget Discussion (Action Item):** Dean Dorton was contracted as the Board's new outsourced accounting service as of 1/1/25. Kortni Smith, CPA, reviewed the status of the Program Year 2024 Budget. Her first goal is to review all expenses up until 12/31/24, verify if the budget was accurate and plug in new funding sources as they are contracted. Ms. Smith indicated the budget is progressing as was planned and we remain about \$35,000 over in our Cost Allocation account, before we insert the new funding sources. We expect to have an updated budget for the next meeting. **As this budget was not yet finalized, no action was taken.**

**Annual 401(k) Overview:** Mr. Snyder introduced Deb Teske, Creative Planning, to do the required overview of the Board's 401(k) program.

**Financial Document Review (Action Items):** Due to the unplanned departure of a committee member, we did not maintain quorum. The remaining members of the committee did review the Board Financial Reports from November and December 2024; Checks Over \$5,000 Report from November and December 2024; and the Credit Card Statements from November and December 2024, and January 2025. **As quorum was not maintained, no vote was taken.**

**Adjournment:** The meeting adjourned at 4:07 pm.

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