



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB Finance & Personnel Committee**

**2:30 pm, Thursday, October 10, 2024**

**Via Microsoft Teams**

**Members in Attendance:** Tony Beregszazi, Brad Grant, and Jose Martinez.

**Members Excused:** Chair Jo Ann Hall.

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

**Call to Order:** With the absence of the chair, CEO Snyder called the meeting to order at 2:34 pm, once quorum had been achieved.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Grant, and seconded by Mr. Martinez, to approve the Consent Agenda, which included the 10/10/24 Meeting Agenda; Minutes of the 9/16/24 Finance & Personnel Committee Meeting; and the FVWDB 401(k) Quarterly Report dated 9/30/24; motion carried.

**Financial Document Review (Action Items):** Mr. Ervin and Mr. Snyder reviewed Board Financial Reports from August 2024, and discussed an error made on the end-of-the-year close for the SCSEP grant resulting in a \$9,000 loss for the fiscal year. As the grant is now closed, there is no way to recoup. Mr. Ervin discussed what happened and described changes in the process to prevent future instances. Mr. Snyder has asked Wipfli to consider a refund or a discount on a future monthly invoice to compensate the Board for the error. The committee also reviewed the August 2024 Credit Card Statement and Checks Over \$5,000 from August 2024. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to accept the reports as presented; motion carried.**

**Program Year 2024 Budget Adoption (Action Item):** Mr. Ervin and Mr. Snyder discussed the Program Year 2024 budget noting areas of interest and concern and answered questions

*With no objections, Acting Chair Snyder moved the committee into Executive Session for a Contract and Personnel Discussion and impacts on the budget. Following discussion, Acting Chair moved the committee from Executive Session into Open Session.*

**Program Year 2024 Budget Adoption (Action Item):** Mr. Grant made a motion to adopt the PY24 budget with the committee's recommended adjustments and corrections, seconded by M. Martinez; motion carried.

**Contract Discussion (Action Item):** The Board conducted a procurement for outsourced accounting services beginning in June 2024. A final proposal from Wipfli and Dean Dorton were reviewed along with the current provider's performance. **A motion was made by Mr. Beregszazi, and seconded by Mr. Grant**

**to end our contract with Wipfli on 12/31/24 and extend a one-year contract for outsourced accounting services to Dean Dorton, effective 1/1/25; motion carried.**

**Committee Member and Staff/Board Updates:** Members shared professional updates. Mr. Snyder noted there has been no further updates from the Wisconsin Department of Workforce Development (DWD) on our employee termination issue, with the deadline for the former employee to respond to our letter having been 10/4/24. Mr. Snyder reported that FVWDB employee Jennifer Dahms had resigned and the board hired Donna Janda to serve as a contracted career planner for the Pathways Home 2 grant, which ends on 12/31/24. Mr. Snyder also updated the committee and the status of our Congressionally Directed Spending grant.

**Adjournment:** The meeting adjourned at 4:38 pm.

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