



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB Finance & Personnel Committee**

**2:30 pm, Thursday, November 14, 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 2:42 pm, once quorum had been achieved.

**Approval of Consent Agenda (Action Item):** A motion was made by Mr. Martinez, and seconded by Mr. Grant, to approve the Consent Agenda, which included the 11/14/24 Meeting Agenda; Minutes of the 10/10/24 Finance & Personnel Committee Meeting; Communication from the IRS approving our Form 990 filing extension; and the required FVWDB 401(k) 2024 Fee Disclosure Report; motion carried.

**Create Position of Mobile Job Lab Manager at OSCI (Action Items):** The Wisconsin Department of Corrections has made a request to contract with the FVWDB to establish a full-time role of Mobile Job Lab Manager at the Oshkosh State Correctional Institution beginning 1/1/25 until 12/31/25. **After reviewing the fiscal projection and discussing the job description and duties, a motion was made by Mr. Martinez, and seconded by Mr. Beregszazi, recommending the authorization of this role as an employee with the Fox Valley Workforce Development Board effective 1/1/25; motion carried.**

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

**Committee Member and Staff/Board Updates:** Mr. Snyder updated the committee on our employee termination issue; a decision by Wipfli to resolve the dynamic allocation report issue, which will result in a credit to us on the November invoice making us whole; an update on two Fast Forward Grants submitted; and an update on our Congressionally Directed Spending Grant. Mr. Grant updated the committee on his recent attendance at the Calumet County Connect on November 13 sponsored by the Calumet County Economic Development agency.

**Adjournment:** The meeting adjourned at 3:25 pm.

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