



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Monday, December 16, 2024

Via Microsoft Teams

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

Members Excused: Jose Martinez.

Others in Attendance: Jess Ervin – Wipfli; Derek Hilst – Wegner CPAs, Kortni Smith – Dean Dorton, and Anthony Snyder – FVWDB.

Call to Order: Chair Hall called the meeting to order at 2:38 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 12/16/24 Meeting Agenda; Minutes of the 11/14/24 Finance & Personnel Committee Meeting; Acceptance of the Subrecipient Audit of Forward Service Corporation as of 6/30/24; Acceptance of Job Center and Re-Entry Specialist Job Description; FVWDB (401(k) November 2024 Plan Performance Results; FVWDB Life, Short-Term and Long-Term Disability Rates for 2025; and three updates to the FVWDB Accounting & Financial Policies Manual on Leverage, Procurement and Relocation; motion carried.

FVWDB Annual Audit For Year Ended 6/30/24 (Action Item): Mr. Hilst reviewed the Independent Audit Report from June 30, 2024. The auditor noted the Board was in compliance with all financial requirements, including internal control and management activities. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to accept the audit report as presented; motion carried.**

Updated Youth Portion of Program Year 2024 Board Budget (Action Item): With additional guidance on the calculation of Youth Work Experience and Training goals, as well as support from the Strategic Programs Committee, the committee authorized a recalculation of the Youth portion of the PY24 Board Budget, increasing the amount available to subrecipient from current amount to \$203,103 and recommending a contract modification with Forward Service Corporation, our youth grant service provider, for this amount to include career services, Youth Work Experience and Case Management Work Experience hours. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to recommend this change to the Youth Budget for the PY24 year; motion carried.**

Accounting Transition Update: Mr. Snyder, Mr. Ervin and Ms. Smith reported on the transition of our outsourced accounting contract from Wipfli to Dean Dorton effective 1/1/25. At this point, the transition is going smoothly.

Update on Subpoena in Matter of State of Wisconsin Department of Agriculture, Trade and Consumer Protection in the Matter of Special Events Custom Services, LLC: Mr. Snyder updated the committee on

a subpoena seeking materials as a witness in this investigation. The matter has been submitted to the Board's insurance provider and legal counsel is being consulted before we reply by the deadline with the requested materials. In addition, Mr. Snyder has notified the Wisconsin Department of Workforce Development (DWD) to ensure that organization's understanding of the matter.

FVWDB Employee Personnel Manual Update (Action Item): Changes to the Board's Personnel Manual were reviewed by the committee. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to accept and recommend the updates as presented; motion carried.**

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

Committee Member and Staff/Board Updates: Mr. Snyder updated the committee on our employee termination issue; an update on our Congressionally Directed Spending Grant and a resignation of our part-time SCSEP Career Planner. Committee members shared updates on workforce activities by their employers.

Adjournment: The meeting adjourned at 4:19 pm.

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