



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday, August 8, 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. The committee extended sympathies to Chair Hall on the passing of her husband, Joe, on August 5.

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 8/8/24 Meeting Agenda; Minutes of the 6/13/24 Finance & Personnel Committee Meeting; and the FVWDB 401(k) Account Plan Information dated 7/31/24; motion carried.

FVWDB EAP Discussion: Erin Johnson, Ascension, presented on the Board's Employee Assistance Program (EAP), discussing enrollment numbers and the importance of providing an opportunity for mental health coverage as an employee benefit. FVWDB also provides EAP services to our participants as a supportive service, when eligible.

Update to Employee Termination Issue: Attorney Lynne Miller, Litchfield-Cavo, shared insights into the status of the employee termination issue.

Update to Job Center Memorandum of Understanding for Program Year 23: Mr. Snyder updated the committee on the successful outcome of our PY23 MOU negotiations and reported on the status of partner payments. Mr. Snyder also thanked Mr. Beregszazi and Mr. Martinez for their assistance in closing on the MOU by the end of June, as both their organizations are Required Partners in the Job Center. Next, Mr. Snyder will work with the accountants and DWD to attempt to resolve PY22 and 21 Job Center expenses.

Update to Congressionally Directed Spending Project: Mr. Snyder reported on the successful announcement of our grant by Senator Tammy Baldwin, who visited our Fox Cities Job Center – Menasha on 7/17/24. He also shared links to media on the announcement and thanked Mr. Martinez for serving as a subject matter expert as part of the table discussion led by the Senator. The next step will be completing the formal application, which will begin on 9/1/24 and potentially run through 1/31/25.

Program Year 2024 Budget Adoption (Action Item): Board staff continue to work on the PY24 budget, but we are not ready to present the full budget at this time. Mr. Snyder recommends extending the continuing resolution using the PY23 budget for one more month with a new budget being approved in September. **A motion was made by Mr. Grant, and seconded by Mr. Martinez, to extend the current budget for September 2024 at the current expenditure level. In authorizing this extension for one additional month and the items approved in June 2024, the committee also recommended the following:**

- **Extend the contract for our subrecipient (Forward Service Corporation) for the same rate as PY23 through September 2024;**
- **Acknowledged that the Wipfli contract for accounting services remains in effect until 10/31/24.**
- **Mr. Snyder noted that employee Jennifer Dahms had resigned from her full-time position as Career Planner on Pathways Home 2 effective August 4, but had agreed to remain as an hourly employee until we could secure a new employee or contract for the role through 12/31/24.**

Motion carried.

Financial Document Review (Action Items): Mr. Ervin and Mr. Snyder reviewed Board Financial Reports from May and June 2024 (June is preliminary until job center expenses are resolved); the Credit Card Statements from May and June 2024; and Checks Over \$5,000 from May and June 2024. **A motion was made by Mr. Grant, and seconded by Mr. Beregszazi, to accept the reports as presented; motion carried.**

Adjournment: The meeting adjourned at 4:16 pm.

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