



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

**FVWDB Finance & Personnel Committee**

**2:30 pm, Monday, September 16, 2024**

**Via Microsoft Teams**

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

**Members Excused:** None

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

**Call to Order:** Chair Hall called the meeting to order at 2:05 pm.

**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 Meeting Agenda; Minutes of the 8/8/24 Finance & Personnel Committee Meeting; the 2023 Audit Closeout Letters from both DWD and DHS, an Update to our Congressionally Directed Spending Project, the contract for our annual Audit with Wegner CPAs and an Update on our Employee Termination Issue; motion carried.

**PY24 Wipfli Engagement Proposal Update:** The committee pulled this item from the consent agenda and discussed Wipfli's costs for PY24 and performance. **A motion was made by Mr. Grant, seconded by Mr. Martinez to authorize an issuance of a formal RFP for accounting services in accordance with the Board's procurement policies; motion carried.**

**Handbook Items for Committee Feedback:** The committee discussed the Board's employee mileage policy and a policy on recording of meetings and employee discussions. Mr. Snyder will do some additional research with an eye toward possible updates to the employee handbook in the future.

**PY24 Budget Adoption (Action Item):** Ms. Cannaday, Mr. Ervin, and Mr. Snyder reviewed a draft of the Board's Program Year 2024 Budget noting challenges due to the ending of several grants. The committee indicated it would be willing to hold a special meeting in order to resolve the budget quickly vs. waiting for the next committee meeting next month. **A motion was made by Mr. Beregszazi, and seconded by Mr. Martinez, to table the budget discuss at this time; motion carried.**

**Financial Document Review (Action Items):** Mr. Ervin and Mr. Snyder reviewed Board Financial Reports from June and July 2024; the Credit Card Statement from July 2024; and Checks Over \$5,000 from July 2024. **A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to accept the reports as presented; motion carried.**

**Adjournment:** The meeting adjourned at 3:46 pm.

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