



**WORKFORCE DEVELOPMENT
BOARD, INC.**
Building a world class workforce

Finance Committee Meeting Minutes

Monday, August 10, 2015

Committee Members Present: Mr. Pederson, Mr. Beregszazi

Board Member Call In: Mr. Grant

Members Excused: Mr. Dissing, Mr. Martinez

Others Present: Ms. Winn; Board Chair, Mr. Stelter; CEO, Ms. Haczkiwicz; Assistant to Mr. Stelter, Al Hesse; CTO, Terri Groth; Interim Controller, Yazan Alsedeq; Finance Assistant

Call to Order: In the absence of the Committee Chair, Mr. Dissing, the Finance Committee meeting was called to order at 2:33 P.M. by Mr. Beregszazi.

Approval of 5/11/15 Minutes: Motion to approve by Mr. Pederson and second by Mr. Grant.

Introductions: Introductions were made. Terry Groth and Yazan Alsedeq were introduced to the Board members.

Old Business

- 1) **DOL Audit Update:** Mr. Stelter let the group know that there were no new updates and that it could be a couple months or more until we hear about the feds decision about the appeal from the state.
- 2) **Line of Credit Update:** We received news from BMO Harris relating to a requested increase in our line of credit from 50K to 100K. BMO Harris declined our request for two reasons:
 - A) The combined monthly income does not support monthly debt obligations.
 - B) Business debt is too high when compared to equity retained within the business.
- 3) **Controller Recruiting Update:** Mr. Stelter announced that FVWDB has hired a full-time Controller, Gary Now, who will be joining the group on August 17th. Our interim Controller, Terri Groth will be on board until Mr. Now is trained and may occasionally assist with small projects. Mr. Now has a cost-accounting and fund accounting

background, including experience at CESA 6 and a predecessor to FVWDB, Winnefond Lake Consortium.

- 4) **Website Update:** Mr. Hesse let the group know that 7 companies bid to work on our new website. There were two finalists, with comparable costs, in this process and after apples to apples comparisons Coalesce Marketing won the bid because of their ability to help re-brand with our values and also because they would keep our current website functional during the process.

New Business

- 5) **Audit Field Work:** Ms. Groth and Mr. Alsedeq have begun work on compiling information needed for our annual audit to be conducted Wegner and Associates. They indicated that the process is going well and that the compilation of required documents is well underway.
- 6) **WIOA Formula Funding:** FVWDB learned 3 weeks ago from the state that they were changing the way it calculates funding for WIOA. This will have the biggest impact on the dislocated worker funds and it has a negative impact on rural boards, with the largest impact likely to be on FVWDB and is currently estimated at 300K for PY16. Mr. Stelter reported that when he attended last weeks WWDA meeting, there were several discussions on this topic and at first glance, it appears the position of the state is taking eliminates the use of several factors that we and other boards feel must be taken into consideration into calculation. As a result of this, WWDA is going back to the state and will ask them for a basis of recalculation. A discussion ensued regarding steps that could be taken to express concerns, should the state persist in their approach.
- 7) **DWD Fiscal Monitoring:** This year the State will do all of their WIA/WIOA monitoring within one weeks' time. It is scheduled take place in October and for the first time will include Program, Fiscal and Compliance monitoring at the same time.

Quarterly Review and Approvals (*Action Items*)

- 8) Credit Card Statements: The committee reviewed the credit card statements and Mr. Pederson made a motion to approve and Mr. Beregszazi seconded this motion. All were in favor.

- 9) Check Registry – Checks Over \$5,000: The committee reviewed the check registry and Mr. Grant made a motion to approve. Mr. Pederson seconded this motion and Mr. Beregszazi abstained. All were in favor.
- 10) Review Board Financial Reports To-Date
 - a. PY14 Title V Expenditures: The committee discussed the discrepancy in the Title V spending and Mr. Hesse explained that an error had occurred and that additional funding was provided to participants when in fact, it was not available. There was thorough documentation of the process to fix the error and \$2000.00 of Corporate funding was used to cover the overage in Title V. Mr. Pederson made a motion to approve and Mr. Grant second this motion

Adjournment of Finance Committee Meeting: Motion to adjourn the meeting by Mr. Pederson and second by Mr. Grant. Meeting adjourned at 3:28 P.M.

The Next Finance Committee meeting is: Monday, November 2nd 2015, 2:30 p.m. Oshkosh Job Center.