



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

Wednesday, May 8, 2019 at 2:00 PM

Fox Valley Workforce Development Board,
Coughlin Center, Room C, 625 E County Y, Oshkosh, WI

Members in Attendance: Tony Beregszazi and Jim Nitz. Members attending by conference call: Helen Englebert, JoAnn Hall and Jose Martinez

Members Excused: Brad Grant, Bob Pederson

Others in Attendance: Lynn Ann Clausing Rusch - FVWDB, Kaydee Ruppert, WIPFLI, Anthony Snyder - FVWDB

Call to Order: Committee Chair, Tony Beregszazi, called the meeting to order at 2:07 PM.

Approval of Agenda (Action Item): A motion was made by Mr. Martinez to approve the agenda, seconded by Mr Nitz. The motion passed.

Approval of Minutes from 3/13/19 Finance and Personnel Committee Meeting (Action Item): A motion was made by Mr. Nitz to approve the 3/13/19 meeting minutes and seconded by Mr. Martinez. The motion passed.

OLD BUSINESS

Wipfli Finance & Personnel Committee Dashboard: Ms. Ruppert reviewed the dashboard located on the WIPFLI website. Instructions for access to the dashboard have been provided to committee members by email. Committee members now have to ability to review financial data in “real time”.

Updated Financial Policies and Procedures: WIPFLI has recommended the combination of the financial policies and procedures. The committee discussed the benefits of combining financial policies and procedure into one document. The committee has agreed to move forward with the combination recommendation.

McMahon Building Update: Mr. Snyder informed the committee that the net revenue from the sale of the building was \$110,527.

NEW BUSINESS:

De Minimus Policy Discussion: Ms. Ruppert explained how adopting a 10% de minimus policy would affect PY19 budget. **A motion was made by Mr. Martinez, seconded by Mr. Nitz to recommend to the Board of Directors to approve using the 10% de minimus rate to capture administrative expenses, effective July 1, 2019. The motion passed.**

PY19 Budget Discussion

Ms. Ruppert reviewed the initial draft budget and the projected impact on corporate funds with committee members.

Mr. Snyder reviewed the upcoming changes regarding the funding sources to support the resource centers and how that change may affect the FVWDB budget deficit. No action was taken.

REVIEW AND APPROVALS (12/1/18 –1/31/19) (Action Items):

- **Board Financial Reports to Date**
- **Credit Card Statements, 2/1/19 - 3/31/19**
- **Check Registry - Checks over \$5000, 2/1/19 - 3/31/19**

After discussing ways to further improve the financial reports, a review of the credit card statements and checks over \$5,000 were completed. Mr. Nitz made a motion to approve the above mentioned reports, seconded by Ms. Hall. Motion carried.

OTHER:

Adjournment: Mr. Nitz made a motion to adjourn the meeting, seconded by Ms. Hall. The motion passed. The meeting was adjourned at 4:07 PM.