



MINUTES

FVWDB Finance & Personnel Committee

10 am, Thursday, November 13, 2025

Via Microsoft Teams

Members in Attendance: Chair Jose Martinez, Tony Beregszazi, and Brad Grant.

Members Excused: None.

Others in Attendance: Kortni Smith – Dean Dorton, and Anthony Snyder – FVWDB.

Call to Order: Chair Martinez called the meeting to order at 10:03 am.

Approval of Consent Agenda (Action Item): A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to approve the Consent Agenda, which included the 11/13/25 Meeting Agenda; and Minutes of the 10/10/25 Finance & Personnel Committee Meeting; motion carried.

Move to Closed Session as Per State Statute 19.85(1)c For Personnel Matters (Action Item): A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to move into closed session; motion carried.

Return to Open Session (Action Item): A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to return to open session; motion carried.

Vote on Items Discussed in Closed Session (Action Item):

- A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to pay an employee's recent expense report, submitted later than the handbook allows. This late submission was due to extenuating circumstances. Further, the committee authorized the CEO to handle this type of issue in the future; motion carried.
- A motion was made by Mr. Beregszazi, and seconded by Mr. Grant, to apply a rebate received from Anthem, the Board's health insurance provider, to reduce the premiums of those enrolled in the calendar year 2026 health insurance; motion carried.

Handbook Update (Action Item): The committee discussed a request to update the "Employee Recognition, Celebration and Retirement Recognition" section on pages 35 and 36 of the Employee Handbook. The committee discussed some options as part of an employee wellness and employee retainage program. The committee also discussed the need to assign an office to each staff member under the "Travel" section on page 37. Snyder to secure some additional materials for future discussion. No action was taken at this time.

DWD Fiscal Monitoring Discussion: Ms. Smith shared a de minimis question raised by the Wisconsin Department of Workforce Development (DWD) during the fall 2025 monitoring and offered information on the impact to FVWDB. The Board will wait for the monitoring report before additional work is put toward this matter.

Financial Document Review (*Action Items*): Ms. Smith and Mr. Snyder reviewed the Board Financial Reports, Checks Over \$5,000 Report, and the Credit Card Statement, all from September 2025. **Motion made by Mr. Beregszazi and seconded by Mr. Martinez to accept the reports as presented; motion carried.**

Round Robin on Workforce Issues: Committee members shared any workforce issues they were experience from their respective organizations and communities.

Adjournment: The meeting adjourned at 11:49 am.

###

The Fox Valley Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service or at 800-947-3529. At no cost, you may request information in an alternate format, including language assistance or translation information to your preferred language by contacting us at (920) 594-3655

A proud partner of the  network