



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## MINUTES

### FVWDB Finance & Personnel Committee

2:30 pm, Thursday, May 14, 2026

Via Microsoft Teams

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

**Members Excused:** All Present.

**Others in Attendance:** Amanda Hodge – Dean Dorton, and Anthony Snyder – FVWDB.

**Call to Order:** Chair Martinez called the meeting to order at 2:32 pm.

**Approval of Consent Agenda (Action Item):** A motion was made by Beregszazi, and seconded by Martinez, to approve the Consent Agenda, which included the 5/14/26 Meeting Agenda; Minutes of the 4/23/26 Finance & Personnel Committee Meeting; the Board's 401(k) Participant Fee Disclosure Materials; Update to the Board's Credit Card Points Conversion to Cash Changes; Copies of the Final 990 Documents; and the Wisconsin Department of Workforce Development's (DWD) Audit Closeout Letter. Items 8 and 9 were moved from the Consent Agenda for further discussion. Item 10 was noted as an Action Item. Motion carried.

**Non-Renewal Notice of Insurance Policy:** A notice was shared from Non-Profits Insurance Alliance indicating our carrier will end one of our Board insurance policies as of 6/30/26. The CEO reported this is due to the carrier exiting the state. Our broker has already secured new coverage, which will be reviewed at the next meeting.

**Updated Accounting & Financial Policies Manual:** The CEO shared an updated copy of the Board's Accounting & Financial Policies Manual. The document was updated with a refined Cost Allocation Plan (CAP) at the 4/9/26 meeting of this committee. The document is currently undergoing a review by the accountant.

**WisTRAIN Discussion (Action Item):** FVWDB has been approached by a local company to provide grant writing assistance for a Wisconsin Department of Workforce Development (DWD) grant called Wisconsin Training for Resilient Advanced Industry Needs (WisTRAIN) which is a Department of Labor grant recently awarded to the State of Wisconsin. Focused on jobs in manufacturing and artificial intelligence (AI) sectors, WisTRAIN grants fund employer-driven occupational training to help workers and employers adapt to the rapid evolution of technology in key industries. FVWDB plans to provide this assistance at a per hour fee. FVWDB will create a Memorandum of Understanding (MOU) with the employer, which will also require staff to sign a Non-Disclosure Agreement (NDA). Our accountant reports this activity is well within our mission and purpose and therefore not subject to any taxable business income as a result. **A motion was made by Grant, and seconded by Beregszazi, to recommend**

**entering into an agreement with the employer to provide writing assistance on the WisTRAIN grant at \$125 an hour; motion carried.**

**Window to Work/Oshkosh State Correctional Institution Job Center Update:** The CEO shared results of the latest discussions with the Wisconsin Department of Corrections (DOC) on changes to the Windows to Work/OSCI Job Center contract. Beginning 7/1/26, DOC will contract with FVWDB for 3 full-time positions for full-time (40 hours week) Job Lobs at OSCI and Taycheedah State Correctional Institution and one re-entry specialist to serve enrolled clients outside of the facilities. A fourth full-time position will come online 1/1/27 at the Redgranite State Correctional Institution, once construction is complete on that facility's Job Lab. The CEO continues to work to determine future roles for existing staff and if any new hires need to be made.

**Reclassification Project Update:** CEO Snyder and Accountant Hodge provided an overview of the reasons for refining the Board's CAP and the fiscal impact from a re-classification of expenses back to 7/1/25. The CEO and Accountant will continue with the project and report the results next month.

**Program Year 2026 Budget Update:** The CEO reports that while we do have estimates, we do not yet have final contracts from DOC nor DWD for the coming program year. In addition, the reclassification project will need to be completed before we can determine many parts of our overall budget. As a result, the CEO believes we may need to adopt a very preliminary budget using PY25 numbers and present a more finalized budget at a later time. It is critical that the Board use this year to conduct a thorough review of the organization's structure, workload demands, and staffing capacity to determine whether we have the resources necessary to remain effective and operate at our highest level. Current staffing limitations are impacting the organization's ability to work strategically, maintain efficiency, and fully meet the growing demands placed on the team.

**Financial Document Review (Action Items):** Hodge and Snyder reviewed the Board Financial Reports, Checks Over \$5,000 Report, and the Credit Card Statement, all from March 2026, and answered questions. **Motion made by Grant and seconded by Beregszazi 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. Snyder invited all members of the committee to next week's Fond du Lac Regional Job Fair.

**Adjournment:** **Motion made by Beregszazi and seconded by Grant to adjourn the meeting at 3:52 pm; motion carried.**

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