



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

FVWDB Finance & Personnel Committee

2:30 pm, Thursday, November 9, 2023

Via Microsoft Teams

Members in Attendance: Chair Jo Ann Hall (arrived late), Tony Beregszazi, Brad Grant, Jose Martinez, and Dale Walker.

Members Excused: All Present.

Others in Attendance: Amanda Erickson and Kristy Gamble – Wipfli, and Anthony Snyder – FVWDB.

Call to Order: Mr. Snyder called the meeting to order at 2:35 pm.

Approval of Consent Agenda (Action Item): A motion was made by Mr. Martinez, and seconded by Mr. Grant, to approve the Consent Agenda, which included the 11/16/23 Meeting Agenda, Minutes from the 6/8/23 and 10/12/23 Finance & Personnel Committee Meetings; motion carried.

Updating Personnel Handbook: Ms. Erikson and Mr. Snyder reviewed suggested updates to the Board's personnel handbook, answered questions and considered additional perspectives. A final version will be reviewed and approved at a future meeting.

Board Updates: Mr. Snyder shared information on our application for an updated line of credit, suggesting that we file an application once we have resolved outstanding job center and Title V payments. Mr. Snyder reviewed the proposed workplan to conduct a wage study for Board staff and reviewed the relatively minor increase to the Board health insurance coverage of just 4.4 percent with Anthem for next year.

Financial Document Review (Action Items): Ms. Gamble and Mr. Snyder reviewed Board Financial Reports from May, June, July, August and September 2023; the Credit Card Statements from May, June, July, August and September 2023; and Checks Over \$5,000 from May, June, July, August and September 2023. **A motion was made by Mr. Grant, and seconded by Mr. Martinez, to accept the reports as presented; motion carried.** Mr. Walker abstained due to payments made to his employer on the check report.

Adjournment: The meeting adjourned at 4:47 pm.

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