

**Board of Directors
Oversight Committee Meeting
Monday, August 21, 2017
2:00 p.m. – 4:00 p.m.
Workforce Connection, Inc. Offices
2615 East Avenue South—Admin Conference Room
La Crosse, WI 54601**

Agenda Item	Action
I. CALL TO ORDER (2:00 p.m. TO 2:05 p.m.)	
A. Announcement and Introduction	
B. Additions to Agenda	
C. Approve August 22, 2016 Meeting Minutes	X
D. Introduce Amy Felber, Finance Director	
II. ORDER OF BUSINESS (2:05 p.m. to 3:45 p.m.)	
A. Update on Audit	
B. Review and Approve June, 2017 Financials	X
C. Review and Approve 2017-2018 Preliminary Budget	X
D. Approve 2016-17 Continuous Improvement Report (Available at Meeting)	X
E. Approve 2017-18 Continuous Improvement Plan	X
F. Approve Credit Card Policy	X
III. CONCLUSION (3:45 p.m. to 4:00 p.m.)	
A. Unfinished Business	
B. New Business	
C. Confirm Next Meeting Date	
IV. ADJOURNMENT	

OFFICERS AND MEMBERS

Anna Boland, Ingersoll-Rand	Chairperson
David Ring, Kwik Trip	Vice Chairperson
Kevin Zagrodnick, River Bank	Treasurer
Kurt Bear, TUMMA	Director
Angela Menezes, Logistics Health, Inc.	Director
Doug Billings, Empire	Director
Anne Hlavacka, UW – La Crosse	Director
Karen Long, Organic Valley/CROPP Cooperative	Director
Tim Vondrasek, Norwinn Company	Director
Neil Kamrowski, International Assoc. of Machinists and Aerospace Workers	Director

2017-2018 BOARD SCHEDULE

*Monday, August 21, 2017	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Bear)
Monday, August 28, 2017	3:00 p.m.	Full Board
*Monday, October 30, 2017	11:00 a.m.	Annual Meeting
Monday, January 29, 2018	3:00 p.m.	Full Board
Monday, March 26, 2018	3:00 p.m.	Full Board—Strategic Focus
*Monday, May 14, 2018	1:00 p.m.	Personnel & Compensation (Hlavacka/Long/Menezes/Vondrastek)
Monday, May 21, 2018	3:00 p.m.	Full Board
Monday, June 26, 2018	3:00 p.m.	Full Board

Board and committee meetings are held the 4TH Monday of the meeting month, unless otherwise noted (). Board committee meetings will be held at 2:00pm in the Workforce Connections, Inc. offices, and regular Board meetings will be held at 3:00pm in the Workforce Connections, Inc. offices.*

Workforce Connections, Inc.
OVERSIGHT COMMITTEE
Minutes of Meeting
Monday, August 22, 2016

ATTENDANCE – Page 2

I. CONSENT ITEMS

A. Call to Order

Chair Zagrodnick called the meeting to order at 2:00 p.m. A quorum was present.

B. Additions or Deletions to Agenda

None

C. Meeting Minutes of September 16, 2015

Motion made (Zagrodnick/Billings) to approve the September 16, 2015 meeting minutes.
Motion carried unanimously.

D. Introduction of Finance Director, Mike Dumke

II. BOARD BUSINESS

A. Auditor Report

Auditor will be on-site the week of September 26th, 2016 to conduct the annual organizational audit.

B. Review and approve June 2016 Financials

Ms. Pierce presented the June 2016 financial statements to the Oversight Committee. Ms. Pierce went through each sheet of the June Financials and responded to questions. FSET numbers remain low compared to original projections due to fewer than expected enrollments. This is a statewide occurrence. A focus on obtaining 10% de minimus rate will be top priority for the organization in 2016-17.

Motion made (Zagrodnick/Kamrowski) to approve the June financials. Motion carried unanimously.

C. 2015-16 Continuous Improvement Report

Ms. Pierce presented the Continuous Improvement Report. The plan summarizes the types and content of the internal and external monitoring that occurred in the organization from July 1, 2015 to June 30, 2016. Supporting documents are stored on the file server and can be accessed upon request.

Motion made (Kamrowski/Zagrodnick) to approve the Continuous Improvement Report.
Motion carried unanimously.

D. 2016-17 Continuous Improvement Plan

Ms. Pierce presented the Continuous Improvement plan. WCI will continue to review and monitor programs, human resources, administration, and strategy to move the

organization forward. The work of the focus groups will continue and a major initiative for 2016-17 will be implementing WEST and establishing a curriculum.

Motion made (Zagrodnick/Kamrowski) to approve the Continuous Improvement Plan.
Motion carried unanimously.

E. Financial Manual

Ms. Pierce presented an overview of the Financial Manual. Preliminary approval was requested with the caveat that adjustments can be made as the new Director of Finance becomes more familiar with organizational procedures. Financial Manual will be updated with updates and brought to the full board meeting on 8/29/16 for final approval.

Motion made (Kamrowski/Zagrodnick) to preliminarily approve the Financial Manual.
Motion carried unanimously.

IV. CONCLUSION

A. Unfinished Business
None

B. New Business
None

V. ADJOURN

Motion made (Zagrodnick/Kamrowski) to adjourn. Motion carried unanimously.
Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Kevin Zagrodnick
Chair

ATTENDANCE

<p><u>PRESENT</u> Kevin Zagrodnick, River Bank Doug Billings, Empire Neil Kamrowski, International Assoc. of Machinists and Aerospace Workers</p>	<p><u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Kenda Fluegge, Workforce Connections, Inc. Mike Dumke, Workforce Connections, Inc.</p>
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