

**Board of Directors  
Oversight Committee Meeting  
Monday, September 17, 2018  
2:00 p.m. – 4:00 p.m.  
Workforce Connection, Inc. Offices  
2615 East Avenue South—Lower Level Conference Room  
La Crosse, WI 54601**

Agenda Item	Action
<b>I. CALL TO ORDER</b>	<b>(2:00 p.m. TO 2:05 p.m.)</b>
A. Announcement and Introduction	
B. Additions to Agenda	
C. Approve August 21, 2017 Meeting Minutes	X
D. Update Committee on Fiscal/Admin Staffing Pattern	
<b>II. ORDER OF BUSINESS</b>	<b>(2:05 p.m. to 3:45 p.m.)</b>
A. Update on Audit	Available at Meeting
B. Review and Approve June, 2018 Financials	Available at Meeting
C. Review and Approve 2018-2019 Budget	Will be sent via email 9/13
D. Approve 2017-18 Continuous Improvement Report	X
E. Approve 2018-19 Continuous Improvement Plan	X
F. Summary of Insurance Coverage	
<b>III. CONCLUSION</b>	<b>(3:45 p.m. to 4:00 p.m.)</b>
A. Unfinished Business	
B. New Business	
C. Confirm Next Meeting Date	
<b>IV. ADJOURNMENT</b>	

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OFFICERS AND MEMBERS

Anna Boland, Ingersoll-Rand	Chairperson
David Ring, Kwik Trip	Vice Chairperson
Kevin Zagrodnick, River Bank	Treasurer
Angela Mattice, 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
Dimitar Dzikov, Coulee Bank	Director
Nick Goins, Mid City Steel, Inc.	Director

**Board of Directors  
2018-2019 MEETING SCHEDULE**

Date	Time	Meeting
Monday, August 20, 2018	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Goins)
Monday, August 27, 2018	3:00 p.m.	Full Board
*Monday, October 22, 2018	Noon	Annual Meeting
*Monday, January 28, 2019	3:00 p.m.	Full Board
Monday, March 25, 2019	3:00 p.m.	Full Board—Strategic Focus
Monday, May 13, 2019	1:00 p.m.	Personnel & Compensation (Hlavacka/Long/Mattice/Vondrastek)
Monday, May 20, 2019	3:00 p.m.	Full Board
Monday, June 24, 2019	3:00 p.m.	Full Board—If needed

*Board meetings are held the 4<sup>th</sup> Monday of the meeting month, unless otherwise noted(\*).*

**Workforce Connections, Inc.**  
**OVERSIGHT COMMITTEE**  
**Minutes of Meeting**  
**Monday, August 21, 2017**

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 August 28, 2016**

Motion made (Zagrodnick/Billings) to approve the August 28, 2016 meeting minutes.  
Motion carried unanimously.

**D. Introduction of Finance Director, Amy Felber**

**II. BOARD BUSINESS**

**A. Auditor Report**

Auditor will be on-site the week of October 1, 2017 to conduct the annual organizational audit.

**B. Review and approve June 2017 Financials**

Ms. Felber presented the June 2017 financial statements to the Oversight Committee. Ms. Felber went through each sheet of the June Financials and responded to questions. A focus on obtaining 10% de minimus rate will be top priority for the organization in 2017-18.

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

**C. Review and approve 2017-2018 Budget**

Ms. Felber presented the 2017-2018 Budget. Ms. Felber went through each sheet of the budget and responded to questions. A major reduction in FSET will impact staffing and services in 2017-2018.

Motion made (Zagrodnick/Billings) to approve the 2017-2018 budget. Motion carried unanimously.

**D. 2016-17 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, 2016 to June 30, 2017. Supporting documents are stored on the file server and can be accessed upon request.

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

**E. 2017-18 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.

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

**F. Credit Card Policy**

Ms. Pierce presented an overview of the Credit Card Policy. Motion made (Billings/Zagrodnick) to preliminarily approve the Credit Card Policy. 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</p>	<p><u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Amy Felber, Workforce Connections, Inc.</p>
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