

**Board of Directors  
Oversight Committee Meeting  
Monday, September 23, 2019  
2:00 p.m. - 2:45 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 September 17, 2018 Meeting Minutes	X
<b>II. ORDER OF BUSINESS</b>	<b>(2:05 p.m. to 2:40 p.m.)</b>
A. Update on 2018-2019 Audit	
B. Review and Approve June, 2019 Financials	X
C. Approve 2018-19 Continuous Improvement Report	X
D. Approve 2019-20 Continuous Improvement Plan	X
E. Summary of Organizational Insurance Coverage	X
<b>III. CONCLUSION</b>	<b>(2:40 p.m. to 2:45 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

**2019-2020 MEETING SCHEDULE**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, September 16, 2019	2:00 p.m.	Oversight Committee (Billings/Kamrowski/Zagrodnick/Goins)
Monday, September 23, 2019	3:00 p.m.	Full Board
*Monday, October 21, 2019	Noon	Annual Meeting
Monday, January 24, 2020	3:00 p.m.	Full Board
Monday, March 23, 2020	3:00 p.m.	Full Board
Monday, May 11, 2020	1:00 p.m.	Personnel & Compensation (Hlavacka/Long/Vondrastek/ Dzikov)
Monday, May 18, 2020	3:00 p.m.	Full Board
Monday, June 22, 2020	3:00 p.m.	Full Board—If needed

**Workforce Connections, Inc.**  
**OVERSIGHT COMMITTEE**  
**Minutes of Meeting**  
**Monday, September 17, 2018**

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 21, 2017**

Motion made (Zagrodnick/Billings) to approve the August 21, 2017 meeting minutes.  
Motion carried unanimously.

**D. Update Committee on Changes in Fiscal/Administration Department**

Ms. Pierce introduced Ms. Norsten, Director of Administration, and updated the Oversight Committee on the adjustments and transitions in the fiscal department.

**II. BOARD BUSINESS**

**A. Auditor Report**

Jean Christensen, Partner at WIPFLI, was introduced to the committee, and updated the group on the parameters surrounding the audit which started onsite on 9-22-18..

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

Ms. Pierce presented the June 2018 financial statements to the Oversight Committee. Ms. Pierce went through each sheet of the June Financials and responded to questions. A focus on obtaining 10% de minimus rate continues to be a top priority for the organization in 2018-19.

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

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

Ms. Pierce presented the 2018-2019 organizational budget. Ms. Pierce went through each sheet of the budget and responded to questions.

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

**D. 2017-18 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, 2017 to June 30, 2018. Supporting documents are stored on the file server and can be accessed upon request.

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

**E. 2018-19 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 (Goins/Kamrowski) to approve the Continuous Improvement Plan. Motion carried unanimously.

**F. Summary of Insurance Policies**

Ms. Pierce presented an overview of the insurance policies that are in place for the organization for the committee's awareness.

**IV. CONCLUSION**

**A. Unfinished Business**

None

**B. New Business**

None

**V. ADJOURN**

Motion made (Zagrodnick/Kamrowski) to adjourn. Motion carried unanimously.

Meeting adjourned at 3:07 p.m.

Respectfully submitted,

Kevin Zagrodnick  
Chair

**ATTENDANCE**

<u>PRESENT</u> Kevin Zagrodnick, River Bank Doug Billings, Empire Nick Goins, Mid City Steel Neil Kamrowski, IMAAW	<u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Kelly Norsten, Workforce Connections, Inc. Jean Christensen, WIPFLI
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