

**Board of Directors
Oversight Committee Meeting
Monday, August 22, 2016
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 | Pages | Action |
|--|---------------------------------|---------------|
| I. CALL TO ORDER | (2:00 p.m. TO 2:05 p.m.) | |
| A. Announcement and Introduction | | |
| B. Additions to Agenda | | |
| C. Approve September 16, 2016 Meeting Minutes | 1-2 | X |
| D. Introduce Mike Dumke, Finance Director | 3 | |
| II. ORDER OF BUSINESS | (2:05 p.m. to 3:45 p.m.) | |
| A. Update on Audit | | |
| B. Review and Approve June, 2016 Financials | sent under separate cover | |
| C. Approve 2015-16 Continuous Improvement Report | 4-23 | X |
| D. Approve 2016-17 Continuous Improvement Plan | 24-26 | X |
| E. Preliminarily Approve Financial Manual | sent under separate cover | |
| 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

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|--|------------------|
| Anna Boland, Ingersoll-Rand | Chairperson |
| David Ring, Kwik Trip | Vice Chairperson |
| Kevin Zagrodnick, River Bank | Treasurer |
| Kurt Bear, Mid City Steel | 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 |
| Dimitar Dzikov, Coulee Bank | Director |

2016-2017 BOARD SCHEDULE

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|--------------------------|-----------|---|
| Monday, August 22, 2016 | 2:00 p.m. | Oversight Committee (Billings/Kamrowski/Zagrodnick/Bear) |
| Monday, August 29, 2016 | 2:00 p.m. | Executive Committee (Boland/Ring/Zagrodnick) |
| Monday, August 29, 2016 | 3:00 p.m. | Full Board |
| Monday, October 24, 2016 | 3:00 p.m. | Annual Meeting |
| Monday, January 30, 2017 | 3:00 p.m. | Full Board |
| Monday, March 27, 2017 | 3:00 p.m. | Full Board—Strategic Focus |
| Monday, May 22, 2017 | 1:00 p.m. | Personnel & Compensation (Hlavacka/Long/Menezes/Vondrastek) |
| Monday, May 22, 2017 | 3:00 p.m. | Full Board |
| Monday, June 26, 2017 | 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
Wednesday, September 16, 2015

ATTENDANCE – Page 2

I. CONSENT ITEMS

A. Call to Order

Chair Zagrodnick called the meeting to order at 1:01 p.m. A quorum was present.

B. Additions or Deletions to Agenda

Teresa Pierce requested the preliminary budget discussion be postponed until WIOA contract details have been received.

C. Meeting Minutes of September 8, 2014

Motion made (Menezes/Zagrodnick) to approve the September 8, 2014 meeting minutes.
Motion carried unanimously. (Neither in attendance at 9/8/14 meeting).

II. BOARD BUSINESS

A. Auditor Report

Paul Buschman (WIPFLI) presented a preliminary status update on the 2014-15 audit proceedings. Mr. Buschman indicated that the audit is underway and will conclude at the end of the week. A final written report will be submitted to WCI upon completion of audit and WCI will respond as needed.

Ms. Pierce requested approval of subscribing to Wipfli accounting firms subscription services for 1 year for an approximate cost of \$1000. Zagrodnick/Menezes approved the subscription.

B. Review and approve June, 2015 Financials

Ms. Pierce presented the June 2015 financial statements to the Oversight Committee. Ms. Pierce went through each sheet of the June Financials and responded to questions. It was noted that based on guidance from last year's audit that accounts from the general fund were closed out so as to no longer carry the profit or loss on our books. For FY 2015-16, new formatting for three of the reports will occur.

Motion made (Zagrodnick/Menezes) to approve the June 2015 financial statements.
Motion carried unanimously.

C. 2015-2016 Budget Approval

Due to pending WIOA contract, 2015-16 budget has not yet been finalized. Ms. Pierce requested that final budget approval be postponed until next board meeting. Motion made (Zagrodnick/Menezes) to approve the postponement.

D. 2014-15 Continuous Improvement Report

Ms. Pierce presented the Continuous Improvement plan. The plan summarizes the types and content of the internal and external monitoring that occurred in the organization from July 1, 2014 to June 30, 2015. This year’s report references the backup documentation, but does not include that back up in the actual report. Supporting documents will be stored on the file server and can be accessed upon request.

Ms. Pierce expressed concern that the Second Chance program is moving slowly and announced that staff changes have been made to remedy the situation.

Motion made (Zagrodnick/Menezes) to approve the 2014-15 Continuous Improvement Report. Motion carried unanimously.

E. 2015-16 Continuous Improvement Plan

WCI will perform the Continuous Improvement Plan comparable to how it’s been done in the past. Angela Menezes questioned the accountability factor and whether employee performance is tied to the Continuous Improvement Plan. Discussion ensued. Ms. Pierce will work with Angela to update and will postpone approval of the Continuous Improvement Plan until the next Board meeting.

F. Cost Allocation Plan

Ms. Pierce explained that this will be deferred to the next meeting so that enhancements and clarification can be provided.

IV. CONCLUSION

A. New Business

None

V. ADJOURN

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

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Kevin Zagrodnick
Chair

ATTENDANCE

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| <p><u>PRESENT</u> Kevin Zagrodnick, River Bank Angela Menezes, LHI (phone)</p> | <p><u>OTHERS PRESENT</u> Teresa Pierce, Workforce Connections, Inc. Kenda Fluegge, Workforce Connections, Inc.</p> |
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