



**Board of Directors
Oversight Committee Meeting**

**Wednesday September 16, 2015
1:00-2:30 p.m.**

**Workforce Connections, Inc. Offices
2615 East Ave. South, Lower Level Conference Room
La Crosse, WI 54601**

- I. Call to Order (1:00 to 1:05 pm)**
 - a. Announcements and Introductions
 - b. Additions to Agenda
 - c. Meeting Minutes
 - i. Approve September 8, 2014 Meeting Minutes Pages 1-3

- II. Order of Business (1:05 to 2:00 pm)**
 - a. Discussion with Auditors Pages 4-41
 - b. Review and Approve June, 2015 Financials Available at Meeting
 - c. Approve 2015-2016 Preliminary Budget Pages 42-64
 - d. Approve 2014-15 Continuous Improvement Report Pages 65-67
 - e. Approve 2015-16 Continuous Improvement Under Separate Cover
 - f. Concur with Approved Cost Allocation Plan
 - g. Update on Financial Manual

- III. Unfinished Business**

- IV. New Business**

- V. Adjournment**



IMPORTANT MEETING INFORMATION

For quorum purposes, please RSVP your attendance to Kenda Fluegge
(608) 433-2778, or fluegge@workforceconnections.org.

Committee	Kevin Zagrodnick, River Bank	Chairperson, Secretary/Treasurer
	Marty Gaul, <i>IAMAW District Lodge 66</i>	Director
Members	Angela Menezes <i>Logistics Health, Inc.</i>	Director

2015-16	August 17, 2015—Regular Board Meeting (ALL)
	September 16, 2015—WCI Oversight Committee (Gaul/Zagrodnick/Menezes)
Meeting	October 19, 2015—Annual Meeting (ALL)
	January 18, 2016—Regular Board Meeting (ALL)
Schedule	March 21, 2016—Strategic Development Committee (Bear/Billings/Boland/Ring)
	March 21, 2016—Regular Board Meeting (ALL)
	May 16, 2016—Personnel and Compensation Committee (Gaul/Zagrodnick/Menezes)
	May 16, 2016—Regular Board Meeting (ALL)

Board and committee meetings are held the 3rd 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, September 8, 2014

ATTENDANCE – Page 3

I. CONSENT ITEMS

A. Call to Order and Introductions

Chair Ardelt called the meeting to order at 1:46 p.m. A quorum was present.

B. Comments from the Chair

None

C. Announcements

None

II. ORDER OF BUSINESS

A. Meeting Minutes

Motion made (Hillary/Ardelt) to approve the December 6, 2013 meeting minutes.
Motion carried unanimously.

B. Review and Approval of Line of Credit

Teresa Pierce informed the Oversight Committee that a CD of \$116,000 has been transferred to State Bank of La Crosse to use as collateral for a line of credit. The line of credit was discussed and reviewed by the Committee. The line of credit can be accessed by the WCI Executive Director and reported out on the monthly financial reports. The CD matures in January, 2015, and will need to be revisited at that time.

Motion made (Hillary/Ardelt) to to approve the current line of credit as outlined.
Motion carried unanimously.

C. Draft Audit Report

Paul Buschman (WIPFLI) presented the 2013-14 draft audit report to the Oversight Committee. Mr. Buschman indicated that the report encompasses two audits, a financial statement audit and a compliance audit. This is an unqualified, no finding report. Three items are outlined in a management letter: 1. Secure the data closet; 2. Implement a check register for checks generated by WCI; 3. Ensure a secondary review is in place for WIA files. WCI will respond to the management letter.

Mr. Buschman inquired whether an ITV system was transferred to the WDB, as well as costs associated with that. Ms. Pierce will provide information relating to

that. Ms. Pierce also confirmed that the service provider agreement between the WDB and WCI is in place.

D. Acceptance of June 2014 Financial Statements

Ms. Pierce presented the June 2014 financial statements to the Oversight Committee. WIA funds are underspent, and the amount of carryover will be determined by the WDB.

Changes to the budget will be presented at today's Board meeting. Additionally, next year's budget will be cleaner, due to the separation of WDB and WCI activity.

The W2 program is currently operating at a loss. Ms. Pierce explained several options that are being discussed to improve the viability of the W2 program. These will be further discussed at today's Board meeting.

Motion made (Hillary/Ardelt) to approve the June 2014 financial statements.
Motion carried unanimously.

E. Continuous Improvement

Gina Merrell presented the 2013-14 Continuous Improvement Report Summary. A full report was made available for the Oversight Committee's review.

WCI had a minimum of eight on-site monitorings from external entities in the past year. Reflected in the full report are the monitoring reports that external entities have provided, as well as WCI's responses. Some reports are still outstanding. All documentation was also shared with the auditors. WCI's internal processes were scaled back over the past year, due to the extent of the monitoring by external agencies and the shifts in leadership. Key areas for review include programmatic, administrative, and strategic reviews. Reviews will not be done on behalf of the WDB for work performed after July 1, 2014.

Motion made (Hillary/Ardelt) to approve the 2013-14 Continuous Improvement Report as presented. Motion carried unanimously.

F. 2014-15 Continuous Improvement Plan

WCI's current capacity is not sufficient to perform the Continuous Improvement planning process, as has been done in the past. However, with the exception of items relating to the WDB, the 2014-15 Continuous Improvement Plan is similar to the 2013-14 Continuous Improvement Plan.

Motion made (Hillary/Ardelt) to approve the 2014-15 Continuous Improvement Plan as presented. Motion carried unanimously.

G. Organizational Policies

Personnel Policies

WCI has reviewed the Personnel Policies, and at this time is not making any revisions to them.

The Oversight Committee reviewed the Personnel Policies and concurred that no changes are necessary.

Financial Procedures Manual

Changes to the Financial Procedures Manual reflect the movement of the fiscal server from Western Technical College's campus to WCI's new corporate office, and omits reference to the WDB.

The Oversight Committee reviewed the Financial Procedures Manual.

Cost Allocation Plan

The committee reviewed changes to the Cost Allocation Plan. While this plan receives annual approval by the Department of Labor, the Oversight Committee has an opportunity to review it as well.

Motion made (Hillary/Ardelt) to approve the Cost Allocation Plan in September 2014. Motion carried unanimously.

III. CONCLUSION

A. Unfinished Business

None

B. New Business

None

IV. ADJOURN

The meeting adjourned to the Joint Oversight Committee Meeting at 2:50 p.m.

ATTENDANCE

<u>PRESENT</u>	<u>OTHERS PRESENT</u>
Bruce Ardelt, Oakdale Electric Cooperative Bob Hillary, Mayo Clinic Health System, La Crosse, Franciscan Health Care (retired)	Gina Merrell, Workforce Connections, Inc. Teresa Pierce, Workforce Connections, Inc. Sarah Westbrook, Workforce Connections, Inc.