

**Board of Directors
Full Board Meeting
Monday, August 29, 2016
3:00 p.m. – 5:00 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	(3:00 p.m. to 3:05 p.m.)	
A. Announcement and Introduction		
1. Resume for Mike Dumke, Director of Finance	1	
B. Additions to Agenda		
C. Approve June 20, 2016 Meeting Minutes	2-4	X
II. EXECUTIVE COMMITTEE REPORT	(3:05 p.m. to 3:15 p.m.)	
A. Report out on the Workplace Culture Breakfast Forum	5-6	
B. Report out on Annual Meeting planning		
III. OVERSIGHT COMMITTEE REPORT	(3:15 p.m. to 3:45 p.m.)	
A. Report out on June, 2016 Financials	7-15	X
B. Report out on 2015-16 Continuous Improvement Report	16-27	
C. Report out on 2016-17 Continuous Improvement Plan	28-30	
D. Report out on and Approve Financial Manual	Sent under separate cover	
IV. ORGANIZATIONAL STEWARDSHIP	(3:45 pm to 4:55 pm)	
A. Board Orientation		
B. Executive Director's Report		
1. Approve 2016-2017 Preliminary Budget	Sent under separate cover	
2. Approve August, 2016 Programs Report	31-33	X
3. Approve Executive Director's Report	34-40	X
III. CONCLUSION	(4:55 p.m. to 5:00 p.m.)	
B. Unfinished Business		
C. New Business		
D. 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, 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

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/Vondrasek)
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.*

MICHAEL DUMKE, CPA

820 Garden Drive Apt. 27 | Sun Prairie, WI 53590 | 715-851-5735 | dumke.mich@gmail.com

EDUCATION

Certified Public Accountant, State of Wisconsin, November 2014

University of Wisconsin - La Crosse, La Crosse, Wisconsin

Bachelor of Science, December 2012

Majors: Accountancy and Finance

Cumulative GPA: 3.40

Member of Delta Sigma Pi Professional Business Fraternity

ACCOUNTING/BUSINESS EXPERIENCE

Baker Tilly Virchow Krause, LLP, Madison Wisconsin

Senior Accountant, State and Local Government team, July 2014 to Present

Staff Accountant, State and Local Government team, January 2013 to June 2014

Intern, State and Local Government team, January 2012 to April 2012

Lead financial and single audits of various local governments under standards set by Governmental Accounting Standards Board (GASB), as well as assist the not for profit team in leading audits of various not for profit organizations in accordance with Generally Accepted Accounting Principles (GAAP). Perform audits in accordance with Generally Accepted Auditing Standards (GAAS) and Generally Accepted Government Auditing Standards (GAGAS), as required. Complete planning of audits, identify areas of risk, develop audit testing, and handle multiple tasks simultaneously with minimal supervision. Daily use of Microsoft Excel and Word to complete testing and document results of testing. Assess strengths and weaknesses in internal controls and develop recommendations to improve policies, procedures, and internal controls. Supervise staff and review work completed by staff for accuracy and completeness. Draft and review financial statements and audit reports. Present audit reports, findings, and recommendations to government and not for profit boards. Assist local governments with implementation of findings and recommendations. Research accounting standards, contracts, and other laws or agreements, as needed. Complete continuing professional education courses.

Specific accomplishments:

- Prepared the financial statements for 13 municipalities, 3 not for profit organizations, and the Wisconsin Environmental Improvement Fund on a yearly basis.
- Conducted single audits and performed testing of various programs for several counties, cities, villages, and school districts.
- Highly involved in training and continued development of staff.
- Early promotion to senior accountant.
- Assisted in completing the Comprehensive Annual Financial Report (CAFR) for the City of Beloit for the past two fiscal years.

OTHER WORK EXPERIENCE

Outside Yard/Receiving: Menards, La Crosse Wisconsin (2010 – 2011)

Kept accurate inventory amounts on a monthly basis and interacted with customers in a friendly and business manner.

Warehouse/Receiving: Krueger International, Bonduel Wisconsin (Summers of 2008 – 2010)

Kept an accurate account of inventory and receipts while managing three subordinates.

Farmhand: Schmidt Century Farms, Gresham Wisconsin (2005 – 2008)

Assisted in milking operations and crop cultivation.

COMPUTER SKILLS

Windows Operating System

Microsoft Office Suite (Advanced in Excel)

Civic Systems' Financial Software

CaseWare Working Papers

References available upon request

Workforce Connections, Inc.
Board of Directors
Business Meeting
Monday, June 20, 2016

Attendance Page 3

I. CALL TO ORDER

A. Announcement and Introductions

Ann Boland, Chair, called the meeting to order at 3:03 pm with a quorum present. Dimitar Dzikov, prospective board member of Coulee Bank, introduced himself.

B. Additions to Agenda-- No additions.

C. Meeting Minutes

Motion made by Ring/Hlavacka to approve May 16, 2016 Meeting Minutes.
Motion carried unanimously.

D. Approve New Board Member

Motion made by Vondrasek/Kamrowski to approve Dimitar Dzikov as a new board member. Motion carried unanimously.

E. Approve 2016-2017 Meeting Schedule and Committee Assignments

Ms. Pierce presented the meeting schedule and committee assignments for 2016-2017. The schedule included a shift of the Board meetings from the 3rd Monday to the 4th Monday. Motion made by Kamrowski/Hlavacka to approve the 2016-2017 Meeting Schedule and Committee Assignments.
Motion carried unanimously.

II. PERSONAL AND COMPENSATION

A. Final Approvals

1. 2016-2017 Pay Plan Approvals

Ms. Pierce presented the 2016-2017 Pay Plan with the updates that were discussed at the May 16th Board Meeting. Discussion ensued. Continuing research for detailed position descriptions by compensation levels will be ongoing. Since no additional changes were made no further approval needed.

2. 2016-2017 Personnel Policies Approval

Ms. Pierce presented the modifications made to the Personnel Policies. Brief discussion followed. Motion made by Vondrasek/Hlavacka to approve the 2016-2017 Personnel Policies. Motion carried unanimously.

III. ORGANIZATIONAL STEWARDSHIP

A. Executive Director's Report

1. Executive Directors Report was presented by Ms. Pierce. The process of hiring a Financial Director will continue over the next few months.

- Discussion ensued. Motion made by Hlavacka/Dzikov to approve Executive Directors Report. Motion carried unanimously.
2. The April 2016 Financials were presented by Ms. Pierce. WIOA funding allocations have been released and will be significantly less than prior years. Discussion ensued. Motion made by Kamrowski/Hlvacka to approve April 2016 Financials. Motion carried unanimously.
 3. The 2016-2017 Preliminary Budget was presented. Staff adjustments and corporate office space allocations will be addressed. Motion made by Ring/Dzikov to approve the 2016-2017 Preliminary Budget. Motion carried unanimously.
 4. 2016-2017 WCI Leases were presented by Ms. Pierce to keep the board up to date on satellite offices. Discussion ensued. Motion made by Kamrowski/Hlvacka to approve the 2016-2017 Leases. Motion carried unanimously.
 5. First Review of By-Law Changes were presented by Ms. Pierce. Ms. Hlvacka recommends a reference be added to include meeting attendance. Discussion ensued.
 6. Ms. Pierce presented the first review of the updated Financial Manual. Board members were requested to read as their time permitted. Discussion on the updated Financial Manual will take place at the next board meeting.
 7. May 2016 Programs Report was presented. A brief discussion followed. Motion made by Boland/Dzikov to approve the May 2016 Programs Report. Motion carried unanimously.

IV. STRATEGIC DEVELOPMENT

- A. An update on the Business Forum was provided by Ms. Pierce, which is scheduled to take place at Stoney Creek on September 16. Discussion followed regarding event objectives, agenda, and potential speakers.
- B. Update on Workforce Connections, WEST was presented by Ms. Pierce. Discussion ensued.
- C. Confirmed next WCI Full Board Meeting to be on August 29, 2016.

V. CLOSED SESSION

Motion made by Hlavacka/Vondrasek to move into Closed Session at 4:48 PM. Motion carried unanimously. Discuss Executive Director's Position Description. Motion made Hlavacka/Vondrasek to move into open session.

VI. OPEN SESSION

The Board reconvened into open session at 5:34 pm. No changes to position description made.

VII. ADJOURNMENT

Motion made to adjourn the meeting by Ring/Vondrasek was carried unanimously. Business Meeting adjourned at 5:55 p.m.

Respectively Submitted,

Ann Boland,
Chair

ATTENDANCE

<u>PRESENT</u>	<u>OTHERS PRESENT</u>
Anna Boland, Ingersoll Rand	Teresa Pierce, WCI
Anne Hlavacka, UW- La Crosse	Joanne Clare, WCI
Dimitar Dzikov, Coulee Bank	Kenda Fluegge, WCI
Neil Kamrowski, International Association of Machinists and Aerospace Workers	
David Ring, Kwik Trip, Inc.	
Tim Vondrasek, Norwinn Company	