

**Board Chair: Ray Ransom**

**Minute Scribe: Jessie Foss**

**Meeting Attendance: See Page 2**

**I. Call to Order**

A. Call to order

Mr. Ransom called the meeting to order at 9:57 a.m. A quorum was present as indicated by roll call.

B. Introductions and welcome to guests

None.

**II. Adoption of By Laws with Changes**

At the August 27, 2018 LEO meeting Ms. Mitchell presented changes to the by laws. Per the by laws, LEOs need at least 10 days to review the changes.

Motion made (Kriesel/Tryggstad) to accept the by law changes as presented and reviewed. Motion carried unanimously.

Mr. Ransom requested a clean copy reflecting the changes be available at the next LEO meeting.

**III. Approval of Fiscal Services Provider**

Ms. Mitchell reported two bids were secured to provide fiscal services to the WDB. The WDB had a contract with JRM CPAs through October 1, 2018, but it was decided the WDB would begin doing the majority of its own fiscal work and requested bids for quarterly review, time for questions each month and fiscal monitoring of its subcontractors. JRM CPAs submitted a bid for \$12,000 to \$13,875 . The firm does not have WIOA fiscal monitoring experience. A bid was also received from Felber Consulting in the amount of \$4,700. Ms. Felber has previous WIOA fiscal monitoring experience.

Motion made (Habegger/Tryggstad) to accept the proposal submitted by Felber Consulting in the amount of \$4,700 per year to provide fiscal services to the WDB from October 1, 2018 through June 30, 2020. Motion carried unanimously.

**IV. Pay Back of \$75 Unallowed Cost**

The WDB received a finding during the most recent DWD monitoring due to Mr. Ehsam booking a trip to the NAWB conference. Mr. Ehsam ended up not being able to attend, but a \$75 fee was still incurred, which must be paid with non-federal funds. The WDB does not have non-federal funds, so the liability falls to the counties. Mr. Ransom suggested each county bring \$10 each to the next scheduled LEO meeting to cover the fee.

Motion made (Servais/Habegger) for each LEO to contribute \$10 at the next LEO meeting to cover the \$75 unallowed cost of Mr. Ehsam's NAWB conference. Motion carried unanimously.

**V. Unfinished Business**

None.

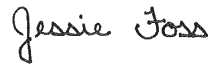
**VI. New Business**

Mr. Ransom informed board members the WDB's annual meeting is scheduled for 3 p.m. Monday, Oct. 22, 2018.

**VII. Adjourn**

Meeting adjourned at 10:11 a.m.

Respectfully recorded,  
Jessie Foss, recorder



Respectfully submitted,  
Ray Ransom

Present

Ray Ransom  
Tina Tryggstad  
Wallace Habegger  
John Kriesel  
Jim Servais

Not Present

Steve Thomas  
Jon Schultz

Others Present

Julie Mitchell, WDB  
Jessie Foss, WDB