

**Fox Valley Workforce Development Board, Inc.**  
**Joint Meeting of the Local Elected Officials and the**  
**Executive Committee**  
**Approved Meeting Minutes-Public**  
**September 7, 2011**

**Local Elected Officials Present:** Mr. Barribeau, Mr. Buechel, Mr. Harris, Mr. Priske, Mr. Koeppen, Mr. Weiss

**Local Elected Officials Absent:** Mr. Nelson

**FVWDB Executive Committee Members Present:** Mr. Grant, Ms. VanNess, Mr. Martinez, Mr. Kleman

**Members Absent:** Mr. Thiel, Mr. Schultz

**Others Present:** Ms. Welch, Mr. Hesse, Ms. Jusic, Mr. Craig Moser (Outagamie County for Mr. Nelson), Mr. Strader Taylor (Northcoast Administrative Consultants), Mr. Gary Denis (DWD), Mr. Verlynn Schmale (DWD), Ms. Jane Pawasarat (DWD), Ms. Allison Rozek (DWD)

**Mr. Grant called the Executive Committee meeting to order at 1:03 p.m.**

**Mr. Barribeau called the Local Elected Officials meeting to order at 1:04 p.m.**

**Approval of August 10, 2011 meeting minutes (Action Item)**

The Executive Committee approved the meeting minutes from August 10, 2011 on September 6, 2011.

*Mr. Koeppen made a motion to approve the Local Elected Officials August 10, 2011 meeting minutes. Mr. Weiss second. There was no further discussion, and the minutes were approved unanimously.*

**PY11 DWD Contracts Update**

Ms. Welch informed the group that the FVWDB received contracts from DWD for the remainder of the Program Year 2011.

**PY11 Budget Update**

The budget for the remainder of PY2011 is still in development. The 10% of state set-aside funds are still not allocated to local areas. This matter will likely be clarified and resolved by the end of September or early October, and the FVWDB may receive additional funds.

**DOL and DWD Monitoring Review**

A document from Northcoast was administered: *Observations Related to US DOL Report on FVWDB*. Mr. Taylor gave a background of Northcoast, the team members and their consulting experience, specifically regarding audit and monitoring resolution. He also explained stand-in costs and that this is the focus of the monitoring resolution as it is a good way to resolve questioned costs. He went on to explain the report thoroughly. The report includes the responses to each finding related to FVWDB.

Mr. Taylor clarified that stand in costs are costs that are contributed from non federal funds, but have a direct benefit to WIA programs. So far, \$300-400 thousand have been identified in such costs that will be offered as an option for resolving questioned costs. A question arose from DWD staff on the sources of these identified stands in costs. Mr. Taylor replied that some of these are contribution from counties, technical colleges, and other non-federal funding sources. He also added that FVWDB must complete further analysis to ensure that these are useable stand in costs.

The deadline for FVWDB to submit a revised response to DWD is September 22, 2011. Mr. Schmale indicated that it would be beneficial to present to DOL the stand in costs as part of the resolution in the next response. DWD's response deadline to DOL is October 10, 2011. Overall, the consultants feel that all of the matters of questioned costs have been addressed, and corrective action has been taken.

Mr. Harris raised a question on the Joint agreement and the clarity of liability of the LEOs and the FVWDB. Ms. Welch replied that the Joint agreement may have to be revised to show clear explanation of LEO liability.

Ms. Welch also added that Workforce Economics, Inc. will be moving to another location by November, 2011.

Mr. Schmale explained that the primary purpose of the visit is to go through finding #16. DWD has to provide evidence that they've done due diligence to review enough transactions between FVWDB and WE, Inc. DWD staff is currently reviewing two, possibly three months of transactions and supporting documentation. Mr. Schmale added that FVWDB and WE, Inc. staff have been very helpful in providing additional details when needed.

## **LEO Consortium Agreement and LEO and FVWDB Joint Agreement**

Mr. Buechel raised a concern that the process of appointing Board members may not be consistent among the counties.

Ms. Welch explained that DWD provides FVWDB the breakout of industry sectors in the area that indicates how many members are needed from certain industry sectors. The number of board members may also need to be adjusted; however this may cause areas with a smaller population to have fewer representatives. Ms. Welch will do some analysis on this matter for the next meeting and will give LEOs a list of their county representatives. The general feeling in the group is that the LEOs want to have approval of their respective county Board to appoint FVWDB members. DWD added that they will also provide comments to the Agreements before full approval. FVWDB will send the DWD copies of draft documents.

A discussion ensued about consistency regarding these agreements throughout the state. Mr. Denis added that there is a template in the Local plan guidelines for these agreements. Mr. Barribeau added in the Consortium agreement some items need to be clarified: FVWDB vs. Board vs. Board of Commissioners; Ms. Welch will review. The liability disclosure that was added to the Consortium agreement will also be added to the Joint agreement. Ms. VanNess asked if there should be agreement reviews annually instead of automatic renewals. The group agrees to take the document back to the board, and have it approved to renew automatically but for a limited amount of time.

Mr. Weiss asked for clarification about eligibility of board members if they only work not live in the WDA. FVWDB will add 'and/or' to the agreement to address this concern.

### **Dislocation Activity Update**

A spreadsheet was distributed. Mr. Hesse mentioned that activity has increased for this period. There are some companies that had less actual job losses than they expected, which is a good sign.

Ms. Welch asked a question about a new company that moved into the area and purchased machines from a former local company, but haven't hired most of the former company's workers. Mr. Denis advised that Annette Nicola (DWD) be emailed for clarification.

### **PY10 Fiscal Audit Schedule with Wegner**

Ms. Welch explained FVWDB will have Wegner on site on September 19<sup>th</sup> for the annual fiscal audit. They may not be done with the audit, but may attend the Board meeting for a progress update. DWD has to receive the audit report by January, 2012.

The LEOs and the Executive Committee agreed that the next joint meeting will be September 20<sup>th</sup>, at 1:00 p.m.

Mr. Koeppen made a suggestion that a short workforce development educational presentation be made by FVWDB to each county board. Mr. Kleman added that this is a great idea, and it was good that it was done in the past to show the significance of FVWDB. Ms. Welch said that FVWDB would gladly do this to educate the counties.

### **Adjournment**

*Mr. Martinez made a motion to adjourn the meeting of the Executive Committee. Mr. Kleman second. There was no further discussion, and the meeting adjourned at 2:47.*

*Mr. Harris made motion to adjourn the meeting of the Local Elected Officials. Mr. Koeppen second. There was no further discussion, and the meeting was adjourned at 2:48.*

**Respectfully submitted,**

**Cheryl A. Welch**