



## MINUTES

### FVWDB Executive Committee Meeting

2:30 pm Thursday, November 20, 2025

Via Microsoft Teams

**Members Present:** Sarah Pantol, Jo Ann Hall, Jose Martinez, Josh Kilgas, Laura Biehn, and Gordon Hintz.

**Members Excused:** None.

**Others Present:** Anthony Snyder – FVWDB.

**Meeting Call to Order:** Chair Pantol called the Executive Committee to order at 2:30 pm.

**Approval of Agenda (*Action Item*):** A motion was made by Hall, seconded by Biehn, to adopt an amended agenda, reordering topics to accommodate a member whose scheduled required an earlier departure; motion carried.

**Approval of Minutes from 10/16/25 Board of Directors Meeting (*Action Item*):** A motion was made by Biehn, seconded by Kilgas, to accept the minutes of the 10/16/25 Board of Directors Meeting; motion carried.

#### **Board Strategic Planning Discussion (*Action Item*):**

- Members discussed a recommendation from the Nonprofit Leadership Institute to postpone a formal strategic planning process and instead begin with a Board member survey. The survey would help identify members' motivations for serving, gauge their level of interest and engagement, and uncover gaps in onboarding and understanding of Board roles and responsibilities.
- Kilgas shared insights from his work with BoardSource, which supports the use of board assessments—including interest and engagement surveys—to ensure boards are effective, aligned, and actively engaged in their governance role.
- Hall noted that she would soon begin outbound calls to current Board members, which are expected to provide additional insight into member engagement and understanding.
- Following discussion and in light of other items to be covered, no formal action was taken. Members agreed to continue the conversation at the next meeting.

**Strategic Programs Committee Report of 11/6/25 Meeting (*Action Item*):** Kilgas reviewed the minutes of the most recent committee meeting, which included a discussion about upcoming mini job fairs across our six counties; a discussion about the Vision for the SPC aligned with our focus on committee member engagement and involvement; a presentation from Forward Service Corporation (FSC) on their monthly reports to the Board with suggestions for improvement; an update on the Oshkosh Job Center relocation; followed by a committee member

round robin on workforce issues. **Motion was made by Hall, seconded by Martinez, to accept the report of the committee as presented; motion carried.**

**Finance & Personnel Committee Report of 11/13/25 Meeting (Action Item):** Martinez reviewed the minutes of the most recent committee meeting, which included an update on personnel matters; a discussion about re-visiting the Board's mileage and office policies, along with funding for holiday and retirement events for staff; a one-time exception to pay an employee's late expense report; a decision to apply a recent Anthem rebate toward the premium of all enrolled in the Board's health insurance plan; a discussion about fiscal monitoring from Fall 2025 by the Wisconsin Department of Workforce Development; and a review of the Board's September 2025 fiscal reports, checks over \$5,000 and credit card statement. **Motion was made by Biehn, seconded by Martinez, to accept the report of the committee as presented; motion carried.**

**Project: ROBUST Update:** Snyder updated the committee on the status of Project: ROBUST, the first federal Department of Labor (DOL) grant received by the Board in more than a decade. Valued at \$4.6 million and engaging 7 of Wisconsin's workforce boards, the grant has kicked off and training for Board staff will soon begin on the topic of Human Centered Design (HCD).

**FVWDB Policy and Procedure Approval (Action Item):** Two Board policies and procedures were combined in December 2024, but mislabeled as "procedures only" and therefore not approved by the Board, as required. This was discovered during Fall 2025 DWD monitoring. After discussion, Snyder presented the two new combined policies and procedures documents for the required formal review and adoption. **A motion was made by Biehn, seconded by Hall, to adopt WIOA the Training and Support AD-DW Combined Policies and Procedures and the Youth Combined Policies and Procedures, both retroactive to 12/23/24; motion carried.** The committee also requested Snyder and his staff do a thorough review of all policies and procedures to determine if any others required removal, adopting or changes.

**Status of the New Oshkosh Job Center:** Snyder shared that construction continues on the new center and no opening date has been set.

**Future Board/Executive Committee Meetings:** A decision was made to have the Executive Committee meet in January and the full Board in February. Snyder to schedule.

**Committee Discussion/Round Robin:** Due to time, this section was not covered.

**Adjournment:** The meeting was adjourned at 4:19 pm.

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