



MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, December 18, 2025

Via Microsoft Teams

Members Present: Sarah Pantol, Jo Ann Hall, Josh Kilgas, and Gordon Hintz.

Members Excused: Jose Martinez, and Laura Biehn.

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Pantol called the Executive Committee to order at 2:34 pm.

Approval of Agenda and Previous Minutes (Action Item): A motion was made by Hall, seconded by Hintz, to approve and accept the agenda for the 12/18/25 Executive Committee Meeting and the minutes from the 11/20/25 Executive Committee Meeting; motion carried.

Strategic Programs Committee Report of 12/4/25 Meeting (Action Item): Kilgas reviewed the minutes of the most recent committee meeting, which included a discussion with committee members on how a well-functioning committee should operate along with an overview of the mission and purpose of a workforce development board. Committee Member Jennifer Marks and her associate, Lea Keesler, reviewed the monthly grant reports prepared by Forward Service Corporation (FSC), the Board's subrecipient. Snyder reported out on the current status our temporary job center at the Oshkosh Public Library and the delays in opening the permanent Oshkosh Job Center. **Motion was made by Hall, seconded by Kilgas, to accept the report of the committee as presented; motion carried.**

Finance & Personnel Committee Report of 12/11/25 Meeting (Action Item): With the absence of the Chair/Treasurer, Snyder updated the Executive Committee on a recommendation to renew and amend the Dean Dorton outsourced accounting for 2026 and reviewed the available financial reports from the months of October 2025. **Motion was made by Kilgas, seconded by Hall to accept the report of the committee as presented, thus renewing the contract with Dean Dorton at \$13,750 per month for 2026; motion carried.**

County Consortium Report: Hintz reviewed the minutes of the 12/5/25 County Consortium meeting in which members discussed overall Board Member engagement, the value meeting in person vs. virtual meetings, the need to determine if the current members of the Board can still give the amount of time and attention to the Board as needed and a need to improve our Board's method of appointment. The Executive Committee noted the strong alignment between the County Consortium and the FVWDB Board/Executive Committee during our efforts to improve the Board's overall engagement with appreciation.

Board Strategic Planning Discussion (Action Item):

- Hall shared the preliminary learnings from her outboard calls to existing Board members. More calls to be made in the coming month which are expected to provide additional insight into member engagement and understanding.

- Members discussed the importance of keeping the Board a “strategic” Board, but also allowing appropriate time during our engagements not only to conduct Board business, but to have networking and opportunities for camaraderie.
- Members discussed the appointment and onboarding process and the need to increase the number of employer members of the Board. Snyder noted we were currently in compliance with a 51% employer member Board, but we could always have more. Snyder agreed to produce a report at the next meeting that listed the “top” employers by each WDA4 county and noted if we had a representative.
- Members discussed the need to ensure all our work was aligned with our mission and vision.
- Members discussed the use of shorter-term task forces to accomplish some of the work to be done as part of our planning.
- Following this discussion, and in light of additional research and outboard calls to be done, no formal action was taken. Members agreed to continue the conversation at the next meeting.

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

Adjournment: Motion by Kilgas, seconded by Hintz to adjourn. The meeting was adjourned at 4:14 pm.

###

The Fox Valley Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service or at 800-947-3529. At no cost, you may request information in an alternate format, including language assistance or translation information to your preferred language by contacting us at (920) 594-3655.

A proud partner of the  network