FOX VALLEY WORKFORCE DEVELOPMENT BOARD, INC.
Building a world class workforce

MINUTES
FVWDB Executive Committee Meeting
2:30 pm Thursday, October 15, 2026
Via Microsoft Teams

Members Present: Chair Sarah Pantol, Vice-Chair Jo Ann Hall, Treasurer Jose Martinez, Secretary Josh Kilgas, and Immediate Past Chair Laura Biehn.

Members Excused: WDA4 County Consortium Chair Alice Connors (Calumet County).

Others Present: John JarvisAnthony Snyder – FVWDB.

Meeting Call to Order: With quorum reached Chair Pantol called the Executive Committee to order at 2:31 pm.

Approval of Consent Agenda ***(Action Item)*****: A motion was made by Biehn, seconded by Kilgas, to approve and accept the Consent Agenda, which included the Adoption of the 10/15/26 Meeting Agenda; the 9/17/26 Executive Committee Meeting Minutes; and the Minutes from the 9/17/26 WDA4 County Consortium Meeting; motion carried.**

Strategic Programs Committee Report: Kilgas updated the committee on the status of library Job Pods in WDA4. The Waupaca Area Public Library Job Pod is expected to be online before May 2027. Discussions with the Plainfield Public Library in Waushara County are positive, but nothing has been finalized.

Finance & Personnel Committee Report of 10/8/26 Meeting ***(Action Item)*****:** Martinez reviewed the minutes and report of the 10/8/26 committee meeting. He reported out on results of the Board's Worker Compensation Audit and Refund; the Quarterly FVWDB 401(k) Plan Report from 7/1/26-9/30/26; Continued review and updates to the FVWDB Accounting & Financial Policies Manual; A first review of updates to the Board's Employee Handbook; Updates on Staff Changes due the ending of a grant and plans to return a worker to a role after medical leave; and a review of Financial Reports and Checks Over $5,000 from August 2026 and the Credit Card Statement from September 2026. **Motion was made by Hall, seconded by Biehn, to approve and adopt the report, and all presented within; motion carried.**

Board Strategic Planning Discussion and Next Steps ***(Action Item)*****:** The committee discussed recent activities related to board planning, discussed the future approach and considered next steps. The RFP discussed at the previous meeting will be needed in Mid-Spring 2027. The committee discussed overall Board technology needs and discussed options to improve. No formal action was taken, and the CEO was asked to pursue IT enhancements.

Planning for 11/19/26 Board Meeting: A decision was made to host the November meeting at the Fox Valley Technical College Bordini Center with a virtual/hybrid option. Snyder will work with Pantol to craft the final agenda and distribute.

Adjournment: A motion was made by Biehn, seconded by Martinez, to adjourn the meeting at 4:13 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 AmericanJobCenter network