



## MINUTES

### FVWDB Executive Committee Meeting

2:30 pm Thursday, May 21, 2026

Via Microsoft Teams

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

**Members Excused:** Laura Biehn.

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

**Meeting Call to Order:** Chair Pantol called the Executive Committee to order at 2:35 pm.

**Approval of Agenda and Previous Minutes (Action Item):** A motion was made by Martinez, seconded by Kilgas, to approve and accept the Consent Agenda, which included the 5/21/26 Meeting Agenda; 4/23/26 FVWDB Executive Committee Meeting Minutes; Adoption of the Board's Updated Local WIOA Plan; Adoption of the Updated Regional WIOA Plan between WDA4 and WDA5; Information on the RESTART Grant, recently submitted by the Board; and the CEO's Action Plan Updates for DWD; motion carried.

**Adoption of 2026-2027 Board and County Officials Joint Agreement (Action Item):** Motion was made by Martinez, seconded by Hall; motion carried.

**Strategic Programs Committee Report of 5/7/26 Meeting (Action Item):** Kilgas reviewed the minutes of the most recent committee meeting, which included a discussion with committee members on WIOA Dislocated Worker Credential Attainment performance, and the outcome of the DWD Technical Assistance meeting on 5/14/26; Updated WIOA Youth Incentive Policy and Updated Pathways Home Policy; Discussion about Key Performance Indicators (KPIs), including a request for the Board Chair to create a KPI Task Force, with Kilgas as chair, effective immediately for 8 months or until KPIs are presented; and information on an updated meeting cadence for the SPC, shifting to every other month with the KPI Task Force meeting on the alternate month. **Motion was made by Martinez, seconded by Hall, to accept the report of the committee as presented with all requested approved; motion carried.**

**Finance & Personnel Committee Report of 5/14/26 Meeting (Action Item):** Martinez updated the Executive Committee on the most recent Finance & Personnel Committee meeting. Topics included the timely submission of the Board's Form 990 to the IRS before the 5/15/26 deadline; receipt of the DWD Audit Closeout Letter; updates to the Board's Accounting & Financial Policies Manual; plans to prepare a WisTRAINS grant application on behalf of a local employer for a fee; progress on the Reclassification of Expenditures Project; updates to the Program Year 2026 budget, including the likelihood of adopting a preliminary budget while awaiting all PY26 grant contracts; and the March 2026 Financial Report. **Motion was made by Hall, seconded by Hintz, to accept the report of the committee as presented; motion carried.**

**FVWDB 6/18/26 Annual Meeting Planning (Action Item):** The CEO reviewed the counties requiring Board member appointments prior to 7/1/26. The Committee discussed potential agenda items for the FVWDB Annual Meeting scheduled for 6/18/26 at the Oshkosh Job Center, as well as the need for Board Chair Pantol to appoint a

FVWDB Nominating Committee. Jo Ann Hall agreed to serve as committee chair. **Motion by Martinez, seconded by Kilgas, to approve the report as presented, including the appointment of the Nominating Committee; motion carried.**

**Board Strategic Planning Discussion:**

- Hall shared insights and key takeaways from her outreach calls with current Board members, and the Committee discussed potential next steps.
- The Committee discussed the value of creating additional task forces, similar to the recently established KPI Task Force.
- Members emphasized the importance of developing a clear strategic plan to ensure alignment, support informed decision-making, and help the organization prepare for future opportunities and challenges.
- No formal action was taken; however, the Committee agreed to continue advancing these strategic planning efforts.

**Committee Discussion/Round Robin:** Pantol shared an idea for re-introducing the FVWDB to a key audience, HR professionals, through outreach with the local Society for Human Resource Management (SHRM) Chapter.

**Adjournment: Motion by Hall to adjourn, without objection, at 4:21 pm.**

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