

**Fox Valley Workforce Development Board, Inc.**  
**HR / Personnel Policy Committee minutes**  
**Monday, March 23, 2015**

**Committee members present:** Ms. Larsen (via phone), Mr. Dissing, Ms. Mingus, Mr. Beregszazi, Ms. Behringer

**Others present:** Mr. Stelter, Ms. Reinke

**Call to Order**

Meeting was called to order by Ms. Mingus at 1:02 p.m. for Ms. Larsen who joined the meeting at 1:13 p.m.

**Identify Committee Priorities**

**Discuss updates to current HR policies and practices**

It was discussed that our current HR Policy Manual is currently being worked at separating the policies from procedures. Discussion over several items in the current manual that are out dated and need to be addressed. It was decided to have each committee member look at their own organization's manual and come back to Ms. Reinke with suggestions of missing policies that our current manual does not have. More work on the manual will be presented at the next meeting.

**Review/simplification and streamlining of benefits**

Discussion centered on what our current benefits are; what is available to a company our size and what direction we want the FVWDB to go in. It was decided that getting a summary of benefits by employee including vacation and sick days per person to better understand what the Board currently has.

**Succession planning for CEO position**

Mr. Stelter explained that this summer he has plans on revisiting the Strategic Plan - part of the Plan is to start the process of a succession plan. Discussion ensued. Member of the committee asked for key characteristics that they felt were needed in a CEO as well as if there any current staff that could grow into the CEO position. Mr. Stelter to address those questions at the next meeting. Committee members will be forwarded a current CEO job description and organization chart to help them understand the CEO structure.

**Other**

None

**Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item)**

*Motion to move to Closed Session first by Mr. Beregszazi, second by Ms. Mingus. All were in favor and meeting move to Closed Session. Ms. Reinke left the room.*

**Return to open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (Action Item)**

*Motion to return to Open Session by Ms. Behringer, second by Mr. Dissing. All were favor and meeting returned to Open Session. Ms. Reinke rejoined the meeting.*

**Approval of Actions Discussed in Closed Session (Action Item)**

There were no Action Items discussed in closed session – it was information only.

**Next meeting**

It was decided to meet monthly until we get several of the items on track. Our next meeting is scheduled for Wednesday, April 29<sup>th</sup> starting at 1:00p.m.

**Adjournment**

Motion to adjourn meeting first by Ms. Behringer, second by Mr. Dissing – all were in favor and meeting adjourned at 2:09 p.m.

**To Do List:**

- Committee member to look at own organization and come back with any policies they feel are missing from the Board HR Policy Manual.
- Ms. Reinke to get a summary of benefits by employee including all insurances, sick and vacation days to the committee for evaluation.
- Ms. Reinke to get the current CEO job description to committee members.
- Ms. Reinke to get current org chart to the committee members.

*Minutes approved at the 4-29-15 meeting*