



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Minutes

HR/Personnel Committee Meeting

Wednesday, June 8, 2016 at 3:15pm

Oshkosh Job Center, Oshkosh

Members in Attendance: Debra Behringer (by phone), Tony Beregszazi, Jodie Larsen (by phone) and Linda Mingus.

Members Excused: Amanda Kopetsky

Others in Attendance: Stefanie Hayford, FVWDB, Anthony Snyder, FVWDB and Paul Stelter, FVWDB

Call to Order: The HR/Personnel Committee Meeting was called to order at 3:18pm by Linda Mingus filling in for Committee Chair, Jodie Larsen, who connected after the Call to Order.

Approval of Agenda (*Action Item*): *The agenda was reviewed and a motion to approve the Agenda was made by Ms. Mingus and second by Mr. Beregszazi. The motion carried.*

Approval of Minutes from 5/11/16 (*Action Item*): *The meeting minutes for 5/11/16 were reviewed and a motion to approve the minutes was made by Ms. Mingus and second by Ms. Behringer. The motion carried.*

Staff Recognition: Mr. Stelter reported that the Board may be up for a performance award from the State this year, so wanted to discuss with this Committee how the funds may be used. Three years ago, the Board received this award and it was decided to split the money into three pieces: 1) Employee reimbursement for lost wages due to a five percent wage reduction 2) Technical updates; and 3) Program needs. He would like to work with this Committee in developing a policy for future performance awards and to receive input on possible uses for the funds. The group discussed possible uses of the award. Mr. Snyder agreed to develop a draft policy for review the next meeting.

Update on Budget Projections: Mr. Snyder provided the Committee with the updated budget projection. He explained that even if both H1B grants come in, we will still be \$38,044 in the hole for PY17. Mr. Snyder is continuing to meet with the staff to learn what they do to help identify what the organization could look like if reorganization is required. He has also starting meeting with his counterparts to learn best practices. One improvement that has already been identified is the need to educate staff on time allocation. He will provide this Committee with another update on the budget in July prior to submitting an updated budget to the Finance Committee in August.

Update on the CEO Transition: Mr. Stelter reported that he has started to back away from some of the CEO duties as Mr. Snyder takes a more active role in the organization. Mr. Snyder has been meeting with his counterparts, board members and Chief Elected Officials to make connections and learn more.

Discuss Committee Chair Appointment: Ms. Larson reported that because she will begin as Chair of the Board on July 1st, she would like another committee member to volunteer to chair this committee. The group discussed and Mr. Larsen agreed to contact Amanda Kopetsky to see if she is interested. Mr. Beregszazi volunteered to serve as Chair if Ms. Kopetsky is not interested.

Next Meeting Date: The next scheduled meeting date is July 13th. Ms. Behringer and Ms. Mingus stated that they won't be able to attend on that date so it was decided to reschedule the meeting to July 20, 2016 at 3:14pm. Ms. Hayford will send out an updated appointment to everyone.

Adjournment: Ms. Larsen adjourned the meeting at 3:58pm.

Minutes approved on 8/10/16.