



MINUTES

Joint Board of Directors/CEO Meeting

Thursday, May 19, 2016 at 2:00 P.M.

Bemis Innovation Center, Apex Conference Room
2301 Industrial Drive, Neenah WI

Board Members Present: Patti Andresen-Shew, Tony Beregszazi, Craig Christenson (via telephone), Jason Hendricks, Aimee Hostettler, Brian Kaminske; Amanda Kopetsky, Jodie Larsen, Jose Martinez, Linda Mingus, Jim Nitz, Dale Walker, Mike Vander Zanden, Debbie Warga, and Margaret Winn.

Board Members Excused: Debra Behringer, Laura Biehn, Brad Grant, JoAnne Hall, Kim Holmes, Carol Karls, Larry Lautenschlager, Terri Lick, Trevor Martin, Bob Petersen, David Thiel, Craig Wehner, and Mark Westphal.

CEOs Present: Allen Buechel (via telephone), Mark Harris, Donna Kalata, and Harley Reabe.

CEOs Not in Attendance: Alice Connors and Dick Koeppen

Others Present: David Arb (DWD), Karl Dahlen (DWD), Stefanie Hayford (FVWDB), Al Hesse (FVWDB), Kim Lemieux (FVWDB), Annette Meudt (DWD), Bobbi Miller (FVWDB), Gary Now (FVWDB), Anthony Snyder (FVWDB), and Paul Stelter (FVWDB)

Board Meeting Call to Order: Board Chair, Margaret Winn, called the BOD meeting to order at 2:03pm.

CEO Meeting Call to Order: Chief CEO, Harley Reabe, called the CEO meeting to order at 2:03pm.

CEO Approval of Agenda (*Action Item*): *Motion to approve the Meeting agenda was made by Ms. Kalata and seconded by Mr. Harris. The motion was passed.*

Introductions: The Board, CEO and others present introduced themselves and stated the company for which they work.

CEO Approval of Minutes from 4/28/16 Joint CEO & Executive Committee meeting (CEOs Only) (*Action Item*): *Motion to approve the 4/28/16 Joint CEO & Executive Committee Meeting Minutes was made by Mr. Harris and seconded by Ms. Kalata. The motion was passed.*

DOL Audit Update: Annette Meudt and Attorney Karl Dahlen from DWD reported on the current DOL Audit status. Initially there were 17 findings for the FVWDB which have since been reduced to one which is for 'Improper Building Use Charge.' In terms of costs, the initial amount in question was \$4,326,502 which has been reduced to \$102,645 (2.37%) after the stand-in costs. According to Attorney Dahlen, this is currently tied up in an audit involving another board, but could settle as early as June or July unless it is litigated. When asked by a Board member if this could be paid off over time, Attorney Dahlen replied that there have been discussions around that but it would require gubernatorial approval. Ms. Meudt added that things have turned around 100 percent since Mr. Stelter became CEO.

[QUORUM OF THE BOD WAS MET AT THIS POINT]

BOD Approval of Agenda (*Action Item*): *Motion to approve the Meeting agenda was made by Mr. Walker and seconded by Mr. Martinez. The motion was passed.*

BOD Approval of Minutes from 2/18/16 BOD Meeting (BODs only) (*Action Item*): *Motion to approve the 2/18/16 BOD Meeting Minutes was made by Ms. Mingus and seconded by Mr. Beregszazi. The motion was passed.*

CEO Report: Mr. Stelter and Mr. Snyder reported to the group on PY'15 and gave a preview of some Strategic Planning Initiatives for PY'16. Mr. Stelter covered program performance reviews, WIOA implementation, Continued Collaborations and Process Improvement Initiatives. Mr. Snyder covered the Board's Mission, Vision, and Goals for PY'16 and promised Transparency, Excellence, and Collaboration to the Board and CEOs.

COMMITTEE REPORTS:

Finance Committee Report:

Approval of PY '16 Budget (*Action Item*): Mr. Martinez reported on the PY16 Budget and funding allocation from DWD which includes: a minimum 16% cut across the three primary funding areas (AP/DW/Youth); reallocating funds that can be initially placed in DW and later moving to AP if necessary; and a 5% cut to subrecipient contracts for PY16. This proposed budget will be reviewed within the next four months. The group discussed.

BOD Motion to approve proposed budget for PY16 made by Mr. Martinez and second by Mr. Hendricks. The motion carried.

CEO Motion to approve proposed budget for PY16 made by Mr. Harris and second by Ms. Kalata. The motion carried.

Approval of Line of Credit (*Action Item*): Mr. Martinez reported that our BMO Harris line of credit in the amount of \$50K expires on June 25, 2016. To date we have not used any of it. He asked the Committee for approval to apply for an increase of up to \$100K to cover Title V program and salary costs, DOL Audit penalties, or any other emergencies. The group discussed.

BOD Motion to apply for up to \$100K in credit from BMO Harris, or another financial institution, to cover Title V program and salary costs, DOL Audit penalties, or any other emergencies, by Mr. Martinez and second by Mr. Nitz. The motion carried.

CEO Motion to apply for up to \$100K in credit from BMO Harris, or another financial institution, to cover Title V program and salary costs, DOL Audit penalties, or any other emergencies, by Ms. Kalata and second by Mr. Harris. The motion carried.

Approval of the Finance Committee Report (*Action Item*): Mr. Martinez provided a report of the Finance Committee to the Board and CEOs. The Fox Valley Job Center website is now up and running. DWD has accepted our response to the 2015 DWD Coordinated Monitoring Report, so it has been closed. Mr. Now is contesting a fine issued by the IRS for filing a request for extension of the Form 990 late. Wagner LLP was responsible for filing the extension so they would be responsible for the fine if the IRS refuses to waive it. We have received approval from the State of the Reimbursement Processing Waiver for the FF Industrial Maintenance Grant. The Finance Committee voted and approved that FVWDB can begin discussions with Goodwill, or if necessary other agencies or funders, to borrow an amount up to \$40K per month for Title V payroll and program expenses. This was requested because the State is no longer advancing money for payroll or program expenses for the Title V program.

Motion to approve the Finance Committee Report Mr. Kaminske and second by Mr. Walker. The motion carried.

Youth Services Council Report:

Approval of Service Provider Recommendations (Action Item): Mr. Christenson reported that on May 9, 2016, the Youth Council met to review and vote on recommendations for the WIOA Youth Proposals. The recommendations are as follows: ADVOCAP be awarded Winnebago, Green Lake, Fond du Lac, and Calumet counties as long as they follow the limits within the RFP and a recommendation that CAP services will be awarded Waushara and Waupaca counties as long as they follow the limits within the RFP. There was a discrepancy with the Green Lake request for PY17 however it will not affect the PY16 RFP.

Motion to approve that Waupaca and Waushara counties be awarded to CAP Services as outlined in the RFP and that Winnebago, Calumet, Green Lake and Fond du Lac be awarded to ADVOCAP as outlined in the RFP by Mr. Martinez and second by Ms. Andresen-Shew. The motion carried. The motion carried. Mr. Beregszazi abstained.

Approval of the Youth Services Council Report (Action Item):

Motion to approve the Youth Services Council Report by Ms. Mingus and second by Mr. Walker. The motion carried.

One-Stop Committee Report:

Approval of Service Provider Recommendations (Action Item):

Mr. Stelter reported that the Ad Hoc Review and Recommendation Committee met on April 5, 2016, to review the submitted proposals. The scoring was relatively close in most areas but the Committee was unanimous in their recommendations as follows:

	One-Stop/Resource Room	Adult/Dislocated Worker Case Management
Northern (Fox Cities and Waupaca Job Centers)	LETC	LETC
Central (Oshkosh and Wautoma Job Centers)	LETC	ADVOCAP
Southern (Fond du Lac and Berlin Job Centers)	ADVOCAP	ADVOCAP

The group discussed and decided to cast one vote on all four motions. A motion to approve the following four recommendations by Mr. Martinez and second by Mr. Vander Zanden. The motion carried. Mr. Beregszazi abstained.

- 1. To award the Northern and Central One-Stop/Resource Room regions to LETC as outlined in the RFP and the approved budget.**
- 2. To award the Southern One-Stop/Resource Room region to ADVOCAP as outlined in the RFP and the approved budget.**
- 3. To award the Northern Adult Population/Dislocated Worker Case Management region to LETC as outlined in the RFP and approved budget.**
- 4. To award the Central and Southern Adult Population/Dislocated Worker Case Management regions to ADVOCAP as outlined in the RFP and approved budget.**

Approval of Training Policy Update (Action Item): Ms. Winn requested that the Committee approve the updated Individual Training Policy. The changes were made because the ‘Youth’ population is now eligible for individual training under WIOA.

A motion to approve the updated ‘Training Policy’ which includes adding ‘Youth’ as noted in the edited policy by Mr. Martinez and second by Ms. Hostettler. The motion carried.

Approval of the One-Stop Committee Report (Action Item): Ms. Winn provided a report of the One-Stop Committee. In addition to the information already covered in today’s meeting, Ms. Miller provided a report on the Introduction to Manufacturing Training, Rapid Response Training, the Oshkosh Job Fair coming up on May 24th, and the FF Industrial Maintenance Grant. Mr. Hesse provided the group with a performance overview of all the Board’s programs and we are meeting or exceeding the required goals in most areas. Other updates were provided on the Intake Project, One-Stop MOUs, Program Monitoring of subrecipients, and the Youth Services Council.

Motion to approve the One-Stop Committee Report by Mr. Walker and second by Ms. Andresen-Shew. The motion carried.

HR/Personnel Committee Report:

Approval of Updated Policies (Action Item): Ms. Larsen reported that the Committee is continuing to work on updating personnel policies for the Board. Today, she is seeking approval for the following four policies: Personnel Records Policy, Recruitment Screening and Selection; Equal Opportunity (EO) Policy; and Code of Conduct. It was noted that on the second page of the EO Policy, Mr. Stelter’s name should be replaced with Mr. Snyder.

Motion to approve the four policies, with the amendment to the Equal Opportunity Policy to change Paul Stelter to Anthony Snyder, by Ms. Larsen and second by Ms. Mingus. The motion carried.

Approval of the HR/Personnel Committee Report (Action Item):

Motion to approve the HR/Personnel Committee Report by Mr. Martinez and second by Mr. Kaminske. The motion carried.

OTHER BUSINESS:

Report from the Ad Hoc Nomination Committee – Election of Officers (Action Item): Mr. Walker reported on behalf of the Ad Hoc Nomination Committee. The Committee met a couple times to decide on possible candidates for the positions of Chair, Vice-Chair, Secretary, and Treasurer. The candidates were then contacted to determine if they were interested in serving, and if so, for which positions. Today, the Committee is presenting their slate of nominees as noted below. There were no other nominations made.

Position	Nominee	Title/Organization
Chair	Jodie Larsen	VP Human Resources, Oshkosh Corporation
Vice-Chair	Aimee Hostettler	Sr. HR Manager, Fives Giddings & Lewis
Secretary	Jason Hendricks	HR Business Partner, J.F. Ahern
Treasurer	Jose Martinez	MHS Director, UMOS

A motion to close nominations and elect the slate of officers as recommended by the Ad Hoc Nomination Committee by Ms. Mingus and second by Mr. Walker. The motion carried.

Review of Joint Agreement (BODs and CEOs) (Action Item): Mr. Stelter explained that even though these documents were approved late last year, the Board and CEOs are required to review them on an annual basis. For this reason, we decided to review them every year at the Annual Joint Board of Directors and Chief Elected Officials Meeting. There have been no changes to the Joint Agreement.

BOD motion to approve the Joint Agreement by Mr. Martinez and second by Ms. Larsen. The motion carried.

CEO motion to approve the Joint Agreement by Ms. Kalata and second by Mr. Buechel. The motion carried.

Review of Consortium Agreement (CEOs Only) (Action Item): Mr. Stelter noted that there have been no changes to the Consortium Agreement.

CEO motion to approve the Consortium Agreement by Mr. Harris and second by Ms. Kalata. The motion carried.

Review of By-Laws (BODs Only) (Action Item): Mr. Stelter noted that there have been no changes to the By-Laws. ***BOD motion to approve the By-Laws by Mr. Walker and second by Mr. Martinez. The motion carried.***

Feedback from Counties on Draft One-Stop Agreements (CEOs): Mr. Buechel reported that Fond du Lac County is fine with the way they are written. There were no other reports made. Mr. Stelter asked that the remaining Chief Elected Officials send any recommendations to Mr. Snyder.

Conflict of Interest Form Reminder: Mr. Stelter noted that the By-Laws of the FVWDB require that the Conflict of Interested forms be updated on an annual basis. He asked that the Board members complete the form in their packet and turn them into Ms. Hayford.

Officer Recognition: Mr. Stelter recognized and thanked Ms. Behringer for serving as Secretary for the last three years and Ms. Winn for serving as Chair over the two years.

Adjournment: The meeting was adjourned at 3:50pm.

The Next Board of Directors Meeting is: Thursday, August 18th at 2:00pm

The Next Chief Elected Officials Meeting is: Wednesday, September 7th at 9:00am

Minutes Approved on 8/18/2016.