

LEO Meeting APPROVED minutes  
Tuesday, March 3, 2015

**LEOs present:** Ms. Connors, Mr. Buechel, Mr. Meyers, and Mr. Harris

**LEOs excused:** Ms. Kalata, Mr. Koeppen

**Others present:** Ms. Miller (Business Service Manager FVWDB), Mr. Hesse (CTO / CIO FVWDB), Ms. Reinke (FVWDB), Ms. Denton (Controller FVWDB), Ms. Eilks (State DWD), Ms. Meudt (State DWD), Ms. Winn (Chairman, FVWDB Board of Directors), Mr. Stelter (CEO FVWDB)

**Call to Order**

Meeting was called to order at 9:03 AM by chair Mr. Meyers.  
Mr. Meyers started the meeting with the Pledge of Allegiance.

**Approval of LEO minutes from 11-20-14 meeting (Action Item)**

*Motion to approve minutes from the November 20, 2014 meeting first by Mr. Buechel, second by Ms. Connors. All were in favor and motion carried.*

**DOL Update**

Ms. Eilks gave an update on the most recent news on our DOL audit. Ms. Eilks explained her discussions with DOL are not formal and are pending their report. It was explained that unofficially DOL was getting closer to drafting a letter in the hopes of bringing this audit to a close. The Region 5 report will be a recommendation to the Grant Officer in Washington who is then expected to accept those recommendations. Accepted stand-in costs were applied to the lesser items first to reduce the items outstanding to only one. The Grand Officer will issue a final letter of determination after which additional stand-in may be proposed, pleas for reasons to waive repayment may be made, or repayment terms negotiated. Discussion ensued. Ms. Eilks introduced Ms. Annette Meudt, her replacement, as she is going to be retiring.

**Board of Director Meeting update**

Ms. Winn gave a brief overview of Board activities that was discussed at the most recent Board meeting (held on February 19, 2015). Some points shared with the LEOs included:

- An extension was filed for the filing of our Form 990 and 990T.
- A new audit firm was chosen – Wegner (they have audited us before)
- There was a revised budget proposed and approved by the Finance Committee. The revised budget essentially rolls up the added revenue that has been identified (Skills Wisconsin, National Emergency Grant (NEG) and State Rapid Response (SRR)) since the original budget was approved and it also better categorizes building costs.
- The One Stop Committee recommended and the Board approved extending the current WIA Adult, Dislocated Worker and Resource Room contracts for one year until the final rules from WIOA are completed and we know what the outcomes of moving from WIA to WIOA are.
- It was also recommended and approved of extending the current WIA youth contracts for an additional year for reasons similar to the One Stop.
- It was explained the need for several policy changes. Currently our policies also contain our procedures. In an effort to reduce the number of times that our policies come to the Board for approval of changes, procedural items were removed from the policies and put into a procedures manual. The following policies were approved: Procurement Policy, OJT Policy, and Support Services Policy.

- It was also shared that the finance committee asked for and was granted provisional approval authority to be responsive to the timely needs of FVWDB for implementation of financial policies as it related to the new Federal Uniform Guidelines (UG) that take effect 4/1/15.
- Lastly Ms. Winn noted that Mr. Stelter presented the Board with strategic plan updates and possibly the need to reconvene this summer to go over the strategic plan to be better aligned with the new WIOA regulations.

### **WIOA Update**

Both Mr. Stelter and Mr. Hesse gave updates on proposed changes from WIA to WIOA. Of particular focus was Board composition. Mr. Hesse provided a detailed spreadsheet which outlined where we stand with our current Board makeup and where the new WIOA regulations would put us. It was explained that under WIOA the need to have a UI representative may be eliminated and the possibility of being allowed to have a Chamber of Commerce rep be added as well as needing an additional labor/community based/apprentice program-type representative be added. Discussion ensued.

### **Business Services Updates**

Ms. Miller, Business Services Manager, gave a presentation on FVWDB Business Services.

Our next LEO meeting is a joint meeting with the full Board of Directors on May 21, 2015 at 2:00 p.m. at FVTC Public Safety Training Center, W6400 County Road BB in Appleton. A tour of the facility will begin at 1:00 p.m. for those interested.

Mr. Buechel gave a special thank you to Ms. Eilks for her support and guidance through the years. A statement that was shared equally among all LEO members present.

### **Adjournment**

*Motion to adjourn first by Ms. Connors, second by Mr. Buechel. All were in favor, meeting adjourned at 10:15 a.m.*