**The Executive Committee shall:**

Deal with issues regarding the corporate status of the Board;

Act as liaison with Local Elected Officials on major issues;

Provide direction on policy, evaluate performance and establish direction for the Administrator;

Recommend purchases of equipment over $5,000 to the Fox Valley Workforce Development Board;

Deal with issues regarding membership and attendance;

Review annually the Fox Valley Workforce Development Board / LEO Agreement with the Local Elected Officials;

Function as the authorized representatives of the Board to meet with the County Local Elected Officials from each of the counties within the Workforce Development Area which shall constitute a committee for negotiation of any disagreements/issues over any Workforce Investment Act related matter;

Take the lead in negotiating local performance standards with the state;

Will delegate program funds to go under specific committee oversight;

Have primary responsibilities for the development and review of the five year strategic plan.

**Other Standing Committees**

Standing Committees recommendations and actions are subject to review and approval of the full Board.

**One Stop System / Workforce Development Committee shall:**

Act as a planning body for One-Stop, Adult and Dislocated Worker issues and programs;

Develop strategies for re-training and re-employment of dislocated workers, under-employed, and unemployed workers (moved from Economic Development Committee);

Review and recommend eligible One-Stop Operators and contractors for Adult and Dislocated Worker services;

Designate and certify One-Stops and/or Job Centers;

Identify funding needs related to One-Stop Workforce Investment Act “Core” Services for Job Centers;

Oversee the allocations of adult and dislocated worker program funds;

Regularly review the quality and performance of all contracted services, working with the Youth Council for evaluation of youth programs.

**Meets**: yearly or as needed

**Next meeting**: Monday, August 5th at 2:00

**Members**: Margaret Winn, Mark Westphal, Dick Mauch, Deb Behringer

**Youth Council shall:**

Act as a planning body for youth issues and programs;

Promote and participate in the development of a school-to-work system that connects all youth to employment and training opportunities;

Develop the portion of the local plan relating to youth;

Conduct oversight of Workforce Investment Act and other FVWDB youth programs;

Evaluate outcomes for Workforce Investment Act and other FVWDB youth programs;

Review and recommend eligible youth service providers.

**Meets**: twice a year or as needed

**Next meeting**: Tuesday, August 13th at FVTC in Oshkosh

**Members:** Deb Cronmiller, Robert Geigle, Tammy Pitts

**HR / Personnel Committee shall:**

Meet at least semi-annually or more often as needed;

Review and recommend changes on Personnel Policy Manual;

Conduct annual review of salary ranges and benefit package to assure competitiveness from both a cost and recruitment/retention perspective;

Review annual salary merit plan adjustment;

Serve as a sounding board for the CEO as needed, on personnel actions;

Review recommendations from staff regarding personnel actions and make appropriate recommendations to Executive Committee;

Oversee succession planning to assure organizational continuity

**Meets**: quarterly

**Next meeting**: Monday, July 15th at 2:00 and Tuesday, October 15th

**Members:** Leroy Dissing, Jodie Larsen, Sue Roettger Mike Skahan

**Finance Committee shall:**

Meet at least quarterly;

Assist in selecting an audit firm from qualified vendor list;

Review completed audit;

Review check registers;

Review company credit card purchases;

Review and recommend changes to the Financial Procedures Manual;

Review financial information and expenditure reports including revenues and expenses;

Review fraud risk factors and ethical behavior guidelines.

**Meets**: quarterly or as needed

**Next meeting**: TBD

**Members:** Jonathan Bartz, Tony Beregszazi, Jose Martinez

**Policy Committee shall:**

Develop policies as needed, based on suggestions from the full board or committees, subject to approval by full board;

Assure consistency and alignment of all policies;

Recommend changes and updates to policies as needed.

**Meets**: yearly or as needed

**Next meeting**: Monday, July 22nd at 2:00 and Wednesday, August 7th at 7:30 AM. Will meet once a quarter until they get a handle on the policies.

**Members:** Kim Holmes, Linda Mingus, Chris Matheny, Dave Thiel