

**Fox Valley Workforce Development Board**  
**September 21, 2011**  
**Meeting Minutes-Public Approved**

**Present:** Mr. Grant, Mr. Thiel, Ms. VanNess, Ms. Mingus, Mr. Sloan, Mr. Westphal, Mr. Beregszazi, Mr. Mauch, Mr. Irwin, Ms. Holmes, Mr. Hernke, Mr. Kelly, Mr. Martinez, Mr. Wehner, Ms. Cronmiller, Ms. Lebrun, Mr. Bartz, Mr. Geigle, Ms. Roettger, Mr. Kleman, Mr. Matheny, Ms. Hanson

**Absent:** Mr. Schultz, Mr. Hipke

**Others Present:** Ms. Welch, Mr. Hesse, Ms. Meyer, Ms. Jusic, Mr. Friedl, Mr. Owen Rock (FDL)

**Mr. Grant called the meeting at 8:35 am.**

**Approval of July 27, 2011 Minutes**

*Mr. Geigle made a motion to approve the FVWDB July 27, 2011 Minutes. Mr. Westphal second. There was no discussion and the minutes were approved unanimously.*

**DOL and DWD Monitoring Review**

Mr. Grant explained that the response was reviewed at the LEO and Executive Committee Joint meeting on September 20, 2011. Ms. Welch added that Northcoast consultants were at FVWDB last week working on the response. Their language is used in the response, and FVWDB and WEI staff added additional documentation and comments. She also explained that DWD was at FVWDB the week of September 6<sup>th</sup>, and 19<sup>th</sup> to review supporting documents. She informed the Board that the LEO Consortium Agreement and LEO & FVWDB Joint Agreement will be signed by December 1, 2011, as will be listed in the monitoring response. FVWDB is currently working on renewing the One Stop MOU that will be sent to DWD when signed.

The FVWDB is gathering all supporting documentation listed in the monitoring response, and it will be submitted to DWD by September 22, 2011. Mr. Friedl explained stand in costs and that we will submit stand in costs for any findings that could result in disallowed costs. These would have to be used to offset disallowed costs in the same year that the non-federal funds were received, in the same funding sources, and be subject to audit. The Board discussed and clarified the meaning of stand in costs, and how this can be used to offset costs for the FVWDB building. This would handle previous rent costs charged to WIA, but not the issue of paying rent in the future, which may result in having to sell the building, or rent it out. Ms. Welch will give the Board options for the building so that a decision can be made in the following months. Ms. Welch also added that Mr. Grant will have to recuse himself from discussions on decisions regarding the building. Mr. Grant did not participate in the discussion. Ms. Welch further discussed additional documentation that will be sent, and Ms. Jusic explained the Quarterly financial review process that has been in place since the PY08 single audit. Ms. Welch and Mr. Friedl also added that FVWDB may have to add a footnote disclosure on the PY10 single audit that discloses that FVWDB has a DOL monitoring in progress. Regarding the finding of questioned transactions between FVWDB and WEI, DWD has concluded that there was no misuse of funds; however they are still reviewing individual transactions.

Conflict of Interest statements were reviewed, and the Board members signed an addendum with an additional statement was added to match FVWDB statements to the DWD template. Mr. Friedl explained the change in the finding regarding bank fees, and that FVWDB actually paid less than was questioned initially. Ms. Welch went on to discuss the rest of the findings and the documentation that will be submitted to DWD. Some findings were already resolved with DWD with the initial response in June. A finance committee was suggested by Mr. Bartz. Ms. Welch explained that the executive committee currently serves this purpose, but it can be a discussion in the future.

*Mr. Mauch made a motion to approve the FVWDB DOL Monitoring Response as presented. Second by Mr. Martinez. There was no further discussion and the Monitoring response was approved.*

**LEO Consortium Agreement, LEO & FVWDB Joint Agreement**

Ms. Welch briefly discussed the LEO Consortium Agreement and the discussion during the Joint meeting on September 20, 2011. The LEOs will discuss the agreement with their legal councils and continue to develop a document to be signed by December 1.

Additions to the LEO-FVWDB Joint agreement were discussed, including the liability addition and liability insurance. A question of authorization of hiring and terminating the Executive Administrator was also discussed. The Board agrees that they should have the authority to terminate the Executive Administrator. The LEO-FVWDB Joint Agreement draft will go to Executive Committee for approval, and then to the full Board.

Ms. Welch also informed the Board that the LEOs will formalize the process of appointment of Board members, and have the members approved by the Counties. Ms. Welch will provide the LEOs with the current Board membership so they can review their County representatives.

### **Drafting of Fox Valley PY11 WIA Local Plan**

The draft plan will be posted at the end of October for public comment, and the final is due on December 1, 2011. Ms. Welch updated the Board that there will be meetings with all of the mandated One Stop partners to develop current MOUs as a part of the WIA Local Plan. She also discussed the Governor's Priorities document, and how FVWDB will work to incorporate the listed goals in the new Local Plan. The Iowa Workforce Model will be used in restructuring the service delivery system to better serve customers. FVWDB will focus on short term training to better use the funding available. The Funnel Delivery System document is also a resource that will be used as an example of restructuring service delivery and linking participants to training. Training will be geared towards the six key industries identified as growing in our WDA. The Georgia Works model was also discussed.

*Mr. Thiel made a motion to approve restructuring and moving forward with developing the new service delivery plan. Mr. Kelly second. There was no further discussion and the motion was approved unanimously.*

### **PY11 Q2-Q4 Budget Approval (Action Item)**

Ms. Welch explained the PY11 cumulative budget, and that it contains a more specific break out of the rent that FVWDB pays for job centers, 1401 McMahon drive building allowed amount, and amount that has to be paid with non-federal funds. Mr. Friedl discussed the budget and added that the total revenue is around \$4 million, expenses are approximately \$3.7 million. The remaining could be spent on additional training, projects or other expenses. Ms. Welch also added that FVWDB may have some additional funding from the state set aside for Adult and Dislocated Worker, or from other grants.

In the Budget, the Title V expenses need to be adjusted to show anticipated expenditures versus only showing expenses to date. The case is the same in the POWER Program, and NEG OJT. Mr. Friedl will adjust these amounts.

*Mr. Geigle made a motion to make the presented corrections to the budget and move it to the Executive Committee for approval. Ms. Cronmiller second. There was no further discussion, and the motion passed unanimously.* The corrected budget will also be sent to all Board members for review.

Mr. Friedl discussed the preliminary financial statements that were distributed. The largest change from PY09 to PY10 was the salary and wage expense due to the staff moving from WEI to FVWDB. Discussion ensued about the financial statements.

### **Performance Update**

Mr. Hesse explained the performance document that was distributed. For PY10 FVWDB met or exceeded all performance measures. Youth exceeded on literacy and numeracy, but failed one measure due to issues with individuals being entered incorrectly into the tracking system, which should improve our performance if the additional information is accepted at the state level.

### **Dislocation Activity Update**

Morton Pharmacy had a dislocation, as well as GE Oil and Gas. The FVWDB dislocation team distributed information for the resources available to those who were laid off.

### **PY10 Fiscal Audit with Wegner**

The audit with Wegner was rescheduled to the week of October 17<sup>th</sup>. The report is expected to be issued in the 3<sup>rd</sup> week of November, which will then be sent to DWD.

### **Legislative Update**

Ms. Welch updated that WIA Reauthorization is being discussed, although it may not be a priority in Washington D.C. There is a possibility of a recession for this year, but there is no information yet.

### **FVWDA Job Center Report**

Mr. Turner discussed the Job Center Report that was distributed. Some job centers had declining visits, some of which are explained by organizations moving out of the job center to different locations. He also invited all Board members to the Employer Open House in Fond du Lac, on September 29, 2011.

### **Adjournment**

*Mr. Hernke made a motion to adjourn the FVWDB meeting. Mr. Westphal second. There was no discussion and the meeting adjourned at 11:16 a.m.*

### **Respectfully Submitted**

**Cheryl A. Welch**