



MINUTES FWWDB Executive Committee Meeting

Thursday, December 16, 2021
Via Phone

Members Present: Brian Kaminske, Laura Biehn, Brad Grant, Jason Hendricks, Sarah Pantol, and Harley Reabe (Ex-Officio)

Members Excused: Dale Walker and Mary Wentland.

Others Present: Derek Hilst – Wegner CPAs, Kortni Smith – Wipfli, and Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Kaminske called the Executive Committee to order at 2:35 pm.

Approval of Meeting Agenda (Action Item): Mr. Kaminske introduced the Executive Committee agenda.
Motion by Mr. Hendricks and seconded by Ms. Pantol to approve the agenda as presented; motion carried.

Approval of Minutes from 10/21/21 Executive Committee Meeting (Action Item): Mr. Kaminske presented the meeting minutes. **Motion was made by Ms. Biehn, and seconded by Mr. Hendricks, to approve the minutes from the 10/21/21 Executive Committee Meeting as presented; motion carried.**

Finance & Personnel Committee Report (Action Item): Mr. Grant, with input from Mr. Hilst, Ms. Smith and Mr. Snyder, reviewed activities from the 12/9/21 committee meeting, which included thanks to outgoing committee member Jennifer Thomas; the results of our recent audit, which produced no concerns; an updated budget to reflect several new grants the Board has obtained; the conversion of our Payroll Protection Program loan into a grant, a review of a potential conflict of interest and appropriate mitigation; an update to our staff personnel handbook; and, finally, a review of our financial reports for September and October 2021, our credit card statements for October and November 2021 and our checks over \$5,000 register for September and October 2021. **Motion was made by Mr. Hendricks and seconded by Ms. Biehn to accept the report of the committee and adopt or accept all matters included within the report; motion carried.**

Adoption of Updated Regional WIOA Plan (Action Item): After several revisions, the Wisconsin Department of Workforce Development has approved our Regional Plan for the Workforce Innovation and Opportunity Act with the Bay Area Workforce Development Board. **Motion was made by Mr. Grant, and seconded by Ms. Biehn, to adopt the updated plan as presented; motion carried.**

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Adjournment: The meeting was adjourned at 3:10 pm.

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