

**Fox Valley Workforce Development Board  
HR/Personnel policy Committee meeting  
Wednesday, April 29, 2015**

**Committee attendees:** Jodie Larsen (via phone), Tony Beregszazi, Linda Mingus, LeRoy Dissing, Deb Behringer, Paul Stelter

**Others in Attendance:** Beth Reinke

**Call to Order**

Meeting was called to order by Leroy Dissing at 1:04 p.m. for Jodie Larsen who is attending via conference call.

**Approval of 3/23/15 meeting minutes (Action Item)**

*Motion to approve the March 23, 2015 meeting minutes first by Deb Behringer, second by Linda Mingus. All were in favor and motion carried.*

**Update on Controller position**

Mr. Stelter briefed the committee on the open controller position. He explained that our new part-time financial assistant, Yazan Alsadeq, is working out very well. Further, we hired an interim controller – Ryan McNamara, RJM Consulting, to consult with us until a full-time controller can be hired. We have had roughly 25 applicants, interviewed 5 candidates – we are still looking for the right fit. Mr. Stelter explained that our Board member, Jose Martinez, is part of the final interview process. It is proving to be a bit difficult finding applicants who have fund-accounting experience. Mr. Stelter mentioned that he will be attaching the job description to the monthly report in an effort to spread the word. Patti Denton has been gracious to stay on to help with the transition until a controller can be hired.

**Review Committee Suggestions to Current HR Policies and Practices**

Some comments were received back on our current HR Policy Manual; also, some policy manuals from other Board member companies were received. All agreed that there is a great amount of work to be done on this. Action items to tackle this project include:

- Mr. Stelter contacting other WDA's to see how other Policy Manuals look and obtain a copy to use as reference.
- Mr. Stelter to establish a skeleton of topics/policies in an effort to have a starting point so that we can break it down into tasks that can be assigned.

**Review Current Benefits and Compensation**

Flex Benefits question – an employee did not use all of their flex spending dollars in calendar year 2014. FVWDB received a refund check with instructions to either give it back to the employee as taxable income; or, put it towards the cost of administering the program. Discussion ensued. It was decided to put it towards the cost of administering the program.

Vacation question – our staff is questioning whether vacation time is granted as of years served as of January 1; or, if it is pro-rated during the year in which an employee reaches the next vacation level. After discussion and interpretation, it was clarified as vacation is pro-rated on the anniversary date. It was noted that this will have to be expressly and clearly written in the new policy manual. Paul to inform the employee of this change.

As requested from last meeting, a one-page summary of benefits per employee sheet was sent to the committee. After discussing the information surrounding health insurances, vacation, sick time, etc., it was decided that Mr. Stelter would identify what dollar amount would be available to work with to look into starting a cafeteria plan.

Mr. Stelter sought input on wage increases. Discussion ensued. Wage increases all fell within the 2.5 – 3.5% increase this year.

#### **Strategic Plan Update**

Mr. Stelter explained that part of the new WIOA standards, it is required that the CEO have a current job description. Also, part of the Strategic Plan to be updated this summer is succession planning which would require an updated job description as well. Mr. Stelter asked the committee members to review the current job description and get suggestions to Beth Reinke by May 15<sup>th</sup>.

**Next meeting:** Wednesday, June 10<sup>th</sup>, 1:00 PM at the Oshkosh Job Center

**Committee member to brief the Board at May 21<sup>st</sup> Board meeting:** Jodie Larsen

#### **Adjournment**

*Motion to adjourn the meeting first by Tony Beregszazi, second by LeRoy Dissing. All were favor and meeting adjourned.*