



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

HR/Personnel Committee Meeting Minutes Tuesday, February 16, 2016 Oshkosh Job Center

Members in Attendance: Tony Beregszazi, Jodie Larsen, and Linda Mingus

Members by phone: Debra Behringer

Members Excused: None

Members Absent: None

Others in Attendance: Stefanie Hayford, FVWDB, Gary Now, FVWDB, and Paul Stelter, FVWDB

Call to Order: The HR/Personnel Committee Meeting was called to order at 3:13pm by Committee Chair, Jodie Larsen.

Approval of Agenda (*Action Item*): *The Agenda was reviewed and a motion to approve was made by Ms. Mingus and second by Mr. Beregszazi. The motion carried.*

Approval of Minutes from 6/10/15 (*Action Item*): *The meeting minutes for 6/10/15 were reviewed and a motion to approve was made by Mr. Beregszazi and second by Ms. Mingus. The motion carried.*

Update on Paul's Job Description and Job Search: Mr. Stelter reported that the CEO Job Description was updated incorporating changes recommended by the Ad Hoc Employment Committee and will go before the BOD for approval on Thursday, Feb. 18th. The full Ad Hoc Employment Committee has met twice and has narrowed 73 applicants down to seven that they were quite interested in. Of those seven, five have been selected to interview on March 3rd at Lakeside Packaging Plus in Oshkosh. The Committee's goal is to introduce the new CEO at the joint CEO/Board meeting on May 19th.

Discuss Healthcare Costs: Mr. Now addressed the group on healthcare costs. He is going to determine how many Wisconsin workforce boards still need healthcare plans and possibly combine under one plan and/or join the State plan. Mr. Stelter noted that he has had discussions with 4-5 boards across the state and the smaller boards seemed interested in this. Our Board, like other smaller boards, that have a handful of employees has no leverage to get cost-effective health insurance and have to buy expensive individual policies. The Milwaukee County Workforce Board is large enough to have own plan and the South Central (Madison) Workforce Board employees are covered under the Dane County employee

benefit program. Mr. Now will begin working on this and will report his progress back to this committee.

Review Handbook and Recommend Next Steps (*Action Item*): Ms. Larsen noted that this Committee has been working on the Personnel Handbook for a while but really needs to move forward and give this more attention. She suggested that we take a look at the entire policy and determine what can remain a policy and what should be taken out of the handbook and become a procedure. The group discussed and decided to make a fresh start and update one section at a time, starting with Personnel Records. The Committee members will get samples from their organizations and other HR resources and bring to the next meeting for feedback.

Establish Regular Cadence to HR Meeting (monthly) (*Action Item*): Ms. Larsen suggested that they meet monthly in order to make better progress on Committee goals. All agreed and it was decided to meet monthly on the second Wednesday at 3:00pm, so the next meeting will be on Wednesday, March 9th. Ms. Hayford will send out electronic meeting notices to the Committee.

Update on Staffing/Succession – Any Immediate Concerns: Mr. Stelter reported that he currently has three personnel concerns. First, Kim Lemieux, who battled cancer a few years ago, has had a reoccurrence and is currently undergoing therapy. She has been working from home and has been pulled out a number of activities requiring Al Hesse to fill in. The second situation is the grant that Jill Valdez administers (H1B Healthcare) ends at the end of March, so he has her working on the application for the H1B Tech Hire & H1B Strengthening Working Families Initiative grants. If the Board landed both competitive grants, Ms. Valdez would play a key role in at least one of them, but if we were not successful in either, he would like to find a different role for her because she's too valuable of an employee to let go. The final concern is regarding this Committee because it is now down to four members. So he suggested recruiting one more committee member at the February 18th Board Meeting to make it easier to have quorum and break ties. The Committee agreed and Ms. Larsen will make that request in her report to the Board.

Adjournment: Ms. Larsen adjourned the meeting at 4:00pm.