



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

HR/Personnel Committee Meeting Minutes Wednesday, March 9, 2016 Telephonic

Members in Attendance: Debra Behringer, Tony Beregszazi, and Jodie Larsen.

Members Excused: Linda Mingus

Members Absent: None

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

Call to Order: The HR/Personnel Committee Meeting was called to order at 3:06pm by Committee Chair, Jodie Larsen.

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

Approval of Minutes from 2/16/16 (*Action Item*): *The meeting minutes for 2/16/16 were reviewed and a motion to approve was made by Ms. Behringer and second by Mr. Beregszazi. The motion carried.*

Update on CEO Job Search: Mr. Stelter reported that the Ad Hoc Employment Committee met and interviewed the first round of candidates last Thursday. Of the five interviewed, two were identified for follow up interviews which are scheduled for March 23rd. He noted that both of the finalists appear to be very well qualified and are from the Fox Valley area, so the Board will not need to pay any relocation costs.

Update on Health Care Cost Initiative: Mr. Stelter reported that last week at the WWDA meeting, he raised this issue to the other WDA Directors. There are four regions that are interested in consolidating health care plans: Western; Bay Area; Northwest, and West Central. Gary Now is in the process of reaching out to them. Mr. Stelter noted that the challenging part of this initiative will be to find a health care insurance carrier that covers a geographic area that diverse.

Handbook Update – Personnel Records: Mr. Stelter referred the group to the policy he drafted on Personnel Records and noted that he pulled together the most pertinent and best sections from the policies sent to him by the Committee members. Ms. Larsen suggested that rather than listing all the inclusions and exclusions, which are subject to frequent change, that we remove them and add language she got from the SHRM website which references ‘as required by law.’ She will send the exact language to Mr. Stelter. The Committee discussed and agreed that perhaps the inclusions and exclusions become

part of our procedures to follow to make sure we're implementing the policies. Mr. Stelter will rewrite that piece of the policy incorporating those changes and send to the Committee for review. The group then discussed which policy to review next they selected 'Conditions of Employment.' Mr. Stelter asked that the Committee members send him samples of this policy from their organizations and he will prepare a draft for next month's meeting.

Future Meetings: The next meeting is scheduled for Wednesday, April 13th. Ms. Larson requested that the meeting times be moved up to 3:15 because she has a new commitment prior to this one in Appleton and requires the additional travel time. All agreed so Ms. Hayford will resend the appointment with a starting time of 3:15pm.

Adjournment: Ms. Larsen adjourned the meeting at 3:35pm.