



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Minutes

HR/Personnel Committee Meeting Wednesday, August 10th, 2016 at 3:15 pm Oshkosh Job Center, Oshkosh

Members in Attendance: Tony Beregszazi, Amanda Kopetsky and Linda Mingus.

Members Excused: Debra Behringer and Jodie Larsen

Others in Attendance: Stefanie Hayford, FVWDB and Anthony Snyder, FVWDB

Call to Order: The HR/Personnel Committee Meeting was called to order at 3:19 pm by Tony Beregszazi, filling in for Committee Chair, Jodie Larsen.

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

Approval of Minutes from 6/8/16 (*Action Item*): *The meeting minutes for 6/8/16 were reviewed and a motion to approve the minutes was made by Ms. Mingus and second by Ms. Kopetsky. The motion carried.*

Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): A motion to move to closed session was made by Ms. Mingus and second by Ms. Kopetsky. Roll call was taken. The motion carried.

Move to Return to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): A motion to return to open session was made by Ms. Mingus and second by Ms. Kopetsky. Roll call was taken. The motion carried.

Vote on actions taken in Closed Session (*Action Item*): No actions were taken in closed session.

Changes to Paul Stelter's Employment Agreement: Mr. Snyder reported that Mr. Stelter's amended employment agreement was approved by the Executive Committee on July 21 and became effective immediately. This amendment increased his employment term for a period of 37 days to be worked until June 30, 2017, and converted his annual salary to a day or hourly rate (whichever applies). This will allow him to work exclusively on the DOL Audit resolution and other duties as assigned by Mr. Snyder. There is no cost savings or increase with this new agreement.

FVWDB Personnel Policy: Mr. Snyder provided the updated Personnel Policy Manual to the committee which includes updates to four policies thus far. He asked the committee for feedback and/or ideas on the most effective way to proceed with the remaining policy revisions. The group discussed and agreed that it's easier to work in chronological order by section and to target completing two sections at each Committee meeting. Specific edits were then discussed and noted. Mr. Snyder agreed to work on sections one through three prior to the next meeting and asked that Committee members send him samples of their Personnel policies. Ms. Hayford will send an electronic copy of the FVWDB Personnel Manual to the group.

Next Meeting Date: The next scheduled meeting date is Wednesday, September 14th at 3:15 pm.

Adjournment: Mr. Beregszazi adjourned the meeting at 4:01 pm.

Minutes Approved on September 14, 2016.