



MINUTES FWWDB Executive Committee Meeting

Friday, April 3, 2020
Via GoToMeeting

Members Present: Laura Biehn, Jason Hendricks, Aimee Hostettler, Brian Kaminske, Sarah Pantol, Robert Sivick, Dale Walker and Alice Connors (Ex-Officio).

Others Present: Kaydee Ruppert – Wipfli and Anthony Snyder – FWWDB

Board Meeting Call to Order: Chair Hendricks called the Executive Committee to order at 2:02 pm.

Approval of Board Meeting Agenda (*Action Item*): Mr. Hendricks introduced the Executive Committee agenda. **Motion by Mr. Walker and seconded by Ms. Hostettler to approve the agenda; motion carried.**

Approval of Minutes from 2/20/2020 Board Meeting (*Action Item*): Mr. Hendricks presented meeting minutes from the 2/20/2020 Board Meeting. **A motion was made by Mr. Kaminske to approve the minutes from the 2/20/2020 Board Meeting and seconded by Mr. Walker; motion carried.**

Finance & Personnel Committee Report (*Action Item*): Chair Walker shared information on recent activities of his committee, which met on both 3/5 and 3/30. Activities included: the awarding of the staff 401(k) to Wipfli Financial Advisors, LLC, effective 7/1/2020; a contract modification with LETC adding additional financial resources to cover the cost of receptionist back-up at the Fond du Lac Job Center and a review of February 2020 financial reports. **Motion by Ms. Hostettler and seconded by Ms. Biehn to accept the Finance & Personnel Committee Report and Financial Reports as presented; motion carried.**

CARES Act and the FWWDB (*Action Item*): Ms. Ruppert and Mr. Snyder updated the committee on two financial relief programs available to the Board through the Coronavirus Aid, Relief and Economic Security Act (CARES Act). The Paycheck Protection Program (PPP) will provide loans for payroll and benefits costs, rent and utilities. There is no interest charged on these loans (effectively becoming grants) provided that all received dollars are fully expended within 8 weeks of receipt. The Economic Injury Disaster Loan (EIDL) will provide a \$10,000 no interest grant to any organization that applies, followed by a loan (which the Board would decline). NOTE: The EIDL program was altered after this meeting to be a grant of \$1,000 per employee as of January 2020 vs. \$10,000. **A motion was made by Mr. Walker and seconded by Ms. Pantol to authorize Mr. Snyder to pursue both the PPP and EIDL (declining the loan) as soon as possible. Motion Carried.** Ms. Ruppert exited the call.

COVID-19 Update and Go Forward Plan (*Action Item*): Ms. Snyder reviewed a document detailing all actions taken by the Board, staff and workforce partners since the beginning of the COVID-19 health emergency. Mr. Snyder requested an additional \$3,000 to cover the cost of an additional part-time receptionist for the remainder of April. In addition, he laid out a “Go Forward Plan,” designed to keep the Board functioning and moving forward

during the COVID-19 crisis. The Go Forward Plan (aka Suspension of all Rules) includes a temporary suspension of the Board's Workforce Innovation and Opportunity Act (WIOA) Local Plan, Bylaws, Policies, Procedures and adherence to Robert's Rules of Orders retroactive to March 12 and authorizes Mr. Snyder to make decisions without prior approval of the Board. Mr. Snyder will keep the Board informed of all actions during this time. The Board will return to normal operations when the Governor suspends the health emergency. **A motion was made by Ms. Pantol and seconded by Mr. Walker to authorize the suspension of rules retroactive to March 12, 2020, with a return to normal operations when the Governor declares an end to the crisis and the additional \$3,000 for telephone support in the job centers. Motion Carried.** The County Consortium will also need to approve this at a future meeting.

Adjournment: The meeting was adjourned at 2:55 pm.