



## MINUTES

### FVWDB Executive Committee Meeting

2:30 pm Thursday, November 16, 2023

Via Microsoft Teams

**Members Present:** Laura Biehn, Dale Walker, Sarah Pantol, Jo Ann Hall, and Brian Kaminske.

**Members Excused:** John Jarvis (Ex-Officio).

**Others Present:** Kristy Gamble – Wipfli, and Anthony Snyder – FVWDB.

**Meeting Call to Order:** Chair Biehn called the Executive Committee to order at 2:33 pm.

**Approval of Meeting Agenda (Action Item):** Chair Biehn introduced the Executive Committee agenda. **Motion by Ms. Pantol, and seconded by Ms. Hall, to approve the agenda as presented; motion carried.**

**Approval of Minutes from 10/19/23 Board of Directors Meeting (Action Item):** Chair Biehn presented the meeting minutes. **Motion was made by Mr. Kaminske, and seconded by Ms. Pantol, to approve the minutes from the 10/19/23 Board of Directors Meeting as presented; motion carried.**

**Finance & Personnel Committee Report (Action Item):** Ms. Hall and Mr. Snyder presented the report of the Finance & Personnel Committee, which included the September 2023 fiscal report from Ms. Gamble; a recommendation to reduce the maximum payoff of unused vacation time of not more than two weeks at resignation; the status of a line of credit; a plan to conduct a wage study of Board staff roles; and the minor increase of Board provided health insurance for staff. **Motion was made by Mr. Walker, and seconded by Ms. Pantol, to accept the report of the Finance & Personnel Committee as presented; motion carried**

**Updated Program Year 2023 Budget (Action Item):** Ms. Gamble and Mr. Snyder shared an updated PY23 budget for the Board, which included the addition of the QUEST grant. **Motion was made by Mr. Walker, and seconded by Mr. Kaminske, to adopt the updated budget as presented; motion carried.**

**Board Updates:** Mr. Snyder updated the Executive Committee on the recent success of the University of Wisconsin – Oshkosh private job fair, the status of the US Federal Budget and the impact on our own operations and the need for one staff member to take advantage of the Board’s Short Term Disability policy and the impact that would have on a single grant.

**Committee Discussion/Round Robin:** Chair Biehn opened the floor for committee members to share workforce activities with their employer or in their agency.

**Adjournment:** The meeting was adjourned at 3:01 pm.

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