



MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, December 21, 2023

Via Microsoft Teams

Members Present: Laura Biehn, Dale Walker, Sarah Pantol, and Brian Kaminske.

Members Excused: Jo Ann Hall, and John Jarvis (Ex-Officio).

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Biehn called the Executive Committee to order at 2:34 pm.

Approval of Meeting Agenda (*Action Item*): Chair Biehn introduced the Executive Committee agenda.

Motion by Ms. Pantol, and seconded by Mr. Walker, to approve the agenda as presented; motion carried.

Approval of Minutes from 11/16/23 Executive Committee Meeting (*Action Item*): Chair Biehn presented the meeting minutes. **Motion was made by Mr. Kaminske, and seconded by Ms. Pantol, to approve the minutes of the 11/16/23 Executive Committee Meeting as presented; motion carried.**

Strategic Programs Committee Report (*Action Item*): Ms. Pantol (Committee Chair) and Mr. Snyder presented the report of the Strategic Programs Committee, which included recent program updates and results, information on recent layoffs and Rapid Response activities, a discussion about the need to reduce our future support dollars to clients, information on the addition of virtual reality headsets for our WIOA programs, and continued discussion on the “Sansdemic” work as it relates to the Business Solutions Team and committee engagement. **Motion was made by Mr. Walker, and seconded by Mr. Kaminske, to accept the report of the Strategic Programs Committee 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 an update to the employee handbook to clarify monthly expense report due dates; acceptance of audits from subrecipients Forward Service Corporation and Labor, Education and Training Center for the period ended 6/30/23; the granting of an extension from the IRS to file our Form 8868 in May 2024 vs. November 2023; acceptance of the FVWDB Annual Audit as of 6/30/23; a review of staff activities, including awarding of staff activity awards to some staff and the agreement to turn the annual holiday party into a gift due to the illness of staff making a party challenging; established a new policy on the due date of Open Enrollment forms; reviewed a new Wipfli Financial Dashboard and provided feedback; and reviewed financial documents including the October 2023 Fiscal Reports, Credit Card Statement and Checks Over \$5,000, and found all to be in good order. **Motion was made by Mr. Walker, and seconded by Ms. Pantol, to accept the report of the Finance & Personnel Committee as presented; motion carried**

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 2:58 pm.

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