



MINUTES

Ad Hoc Employment Committee Meeting

Tuesday, December 15, 2015 at 2:00 P.M.

Oshkosh Area Workforce Development Center, 219 Washington Ave., Oshkosh, WI

Board Members Present: Kim Holmes; Jose Martinez; Dale Walker; and Margaret Winn

Others Present: Paul Stelter and Stefanie Hayford

Call to Order: Board Chair Ms. Winn called the meeting to order. Quorum was not met because the LEO's Committee members had not been identified yet so were not available. The Board members met to discuss the selection process.

Review Responsibilities of Ad Hoc Committee

The responsibilities of the Ad Hoc Employment committee were reviewed. Mr. Stelter explained that the purpose of this group is to review information. He noted that there are four Board members here, but the Joint Agreement calls for three Board members and three LEO members. If agreed to by the LEO Committee, there could be four from the board but one would be a non-voting member. At this time, there is no indication of who the LEO members will be for this Committee.

Mr. Stelter added that the Agreement states that the CEO may utilize the Human Resources Department of a member county in the hiring process. Last time it was Fond du Lac County

Succession Timeline:

The proposed Succession Plan was reviewed by the Committee. Mr. Stelter explained that he and Margaret Winn has put this together and that the Executive Committee hasn't met yet to perform the Key Actions, but this Committee could form recommendations for the Executive Committee. Also, because the LEO's didn't have quorum at the November meeting, they still need to nominate their members for this Committee and are a little behind schedule but are still in position to recruit by early January.

The steps of interview process were discussed. The group was in agreement on the proposed timeline and interview process.

Review Draft CEO Job Description:

Mr. Stelter explained that the Personnel Committee worked on this last year but it was never completed due to scheduling issues. Their goal was to make it higher level and strategic, incorporating the strategic planning sessions from two years ago. But it will be relatively easy to incorporate the most recent strategic plan because it hasn't changed much in terms of what needs to get done.

The Board reviewed the position description and suggestions were made. Mr. Stelter will work on incorporating these ideas into the position description.

Mr. Stelter noted that developing and leading partnerships and building collaborative efforts will be key components in the position description.

Discuss Need for Relocation Policy:

Mr. Stelter explained that he raised this issue because if we plan to look outside of the area, a relocation will be needed to be in place. Otherwise we will be unable to provide a relocation stipend or payments. He provided two examples to the Board: 1) A lump sum dollar stipend; and 2) A more-detailed policy that describes what expenses are covered and what isn't.

The Board discussed the pros and cons of each type of policy. It was noted that there are fewer things to negotiate with a lump sum dollar stipend policy, fewer exceptions to consider, and allows the board to control the expenses.

The Board discussed possibly incorporating a required distance in the relocation policy. Mr. Stelter will take the Committee's comments and put together a draft relocation policy with Gary Now's assistance, to bring to the next Committee meeting for consideration.

Review Salary Survey Data:

Mr. Stelter provided two reports to the Committee. The first is a report that GuideStar publishes which provides survey data on Nonprofit Compensation. The second is a report he put together from the GuideStar website pulling compensation data from other Workforce Development Board areas that are comparable to us. High health insurance costs are a bit of a concern for this Board, as well as, others due to the small staff size. Mr. Stelter didn't take health insurance when he was hired, which explains why the 'other compensation' amount is lower for the Fox Valley CEO. This allowed the Board to make Mr. Stelter's salary higher. This is why it's important to factor health insurance in when the total salary is being determined.

It was agreed by the Board that the total compensation information is very important due to the high costs of health insurance and if a candidate would not require health insurance, then they have more flexibility with the salary.

Discuss Next Steps:

At the next LEO meeting on Thursday, December 17th, the LEOs will commit three members to this Committee and find some dates for next meeting.

Adjournment: The meeting was adjourned by Margaret Winn.