



MINUTES

FWWDB Ad Hoc Employment Committee Meeting

Thursday, Feb. 11 at 1:00 P.M.

James P. Coughlin Center, Oshkosh, WI

Committee Members Present: Al Buechel; Kim Holmes; Jose Martinez; Jack Meyers; Dale Walker and Margaret Winn

Members Excused: None

Member Absent: Dick Koeppen

Others Present: Paul Stelter and Stefanie Hayford

Call to Order: BOD Chair Ms. Winn called the meeting to order at 1:02 PM.

Approval of Agenda: *(Action Item): Motion to approve Agenda first by Mr. Martinez, second by Mr. Meyers. All were in favor and motion carried.*

Approval of Minutes from 1/21/16 Meeting: *(Action Item): Motion to approve Minutes first by Mr. Martinez, second by Mr. Walker. All were in favor and motion carried.*

Review and Approve Draft CEO Job Description: *(Action Item)*

Mr. Stelter summarized the changes suggested at the 1/21/16 Committee Meeting. *Motion to approve Draft CEO Job Description and bring before the full Board first by Mr. Martinez, second by Mr. Walker. All were in favor and motion carried*

Review and Approve Draft Relocation Policy: *(Action Item)*

Mr. Stelter summarized the changes suggested at the 1/21/16 Committee Meeting and made by our DWD Fiscal Monitor, Annette Meundt. *Motion to approve Draft Relocation Policy and bring before the full Board first by Mr. Martinez, second by Mr. Walker. All were in favor and motion carried*

Review Relocation Expense Reimbursement Agreement:

Mr. Stelter provided a copy to the Committee and summarized pertinent sections. It was suggested that the title of the document be changed to 'FWWDB Repayment Agreement' to match the Relocation Policy.

Review Background and Reference Check Information: Mr. Stelter shared with the Committee a summary of the information that Attorney's Process and Investigation Services, Inc. (API) collects and

the fees. The committee discussed and agreed that this background check would be done on only the finalist candidate and that a complete background check is a worthy investment for this position.

Discuss Impact of Healthcare Expenses on Salary Negotiations:

Mr. Buechel reported to the Committee that considering healthcare expenses during salary negotiations is prohibited for employers of 50 or more employees, but this prohibition does not apply to an employer of our size.

Move to Closed Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data: *(Action Item)* Motion to approve Moving to Closed Session first by Mr. Meyers, second by Ms. Holmes. All were in favor and motion carried.

Discuss Employment Matter: Roll Call of Closed Session Participants Conducted: Al Buechel; Kim Holmes; Jose Martinez; Jack Meyers; Dale Walker; Margaret Winn; Paul Stelter; and Stefanie Hayford.

Return to Open Session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data *(Action Item)* Motion to approve Moving to Open Session first by Mr. Martinez, second by Mr. Meyers. All were in favor and motion carried.

Approval of Actions Discussed in Closed Session: *(Action Item)*

A total of 73 candidates were narrowed down to the top seven. Of those seven, five candidates were selected to be interviewed by the Committee. Mr. Stelter will incorporate the Committee comments into the revision of the interview questions and send to the Committee for review and comment.

Establish Interview Dates *(Action Item)*

It was decided by the Committee to interview the top five candidates on Thursday, March 3, 2016. Ms. Winn offered to host the interviews at Lakeside Packaging in Oshkosh. Denial letters will be sent to the non-selected candidates by Ms. Hayford immediately, with the exception of the extra two that were not selected from the final seven (those will be sent after a final candidate is selected).

Adjournment: The meeting was adjourned at 3:27 PM.