

**Fox Valley Workforce Development Board, Inc.**  
**Executive Committee Conference Call**  
**APPROVED Meeting Minutes-Public**  
**September 6, 2011**

**FVWDB Executive Committee Members Present:** Mr. Grant, Ms. VanNess, Mr. Martinez, Mr. Thiel, Mr. Kleman  
**Members Absent:** Mr. Schultz  
**Others Present:** Ms. Welch, Ms. Jusic

**Mr. Grant called the Executive Committee meeting to order at 10:02 a.m.**

**Approval of August 10, 2011 meeting minutes (Action Item)**

*Mr. Martinez made a motion to approve the August 10, 2011 Executive Committee minutes. Ms. VanNess second. There was no further discussion and the August 10, 2011 Executive Committee minutes were approved unanimously.*

**Move to Closed Session as per State Statute 19.85(1)(c) for Personnel (Action Item)**

*Mr. Martinez made a motion to move to closed session. Ms. VanNess and Mr. Thiel second, and the meeting unanimously moved to closed session at 10:05 a.m. Ms. Jusic left the meeting.*

**Return to Open Session as Per State Statute 19.85(1)(c) for Personnel (Action Item)**

*Mr. Kleman made a motion to return the meeting to open session. Ms. VanNess second. There was no further discussion and the meeting returned to open session at 10:55 p.m. Ms. Jusic rejoined the meeting.*

**Approval of Any Actions Discussed in Closed Session**

*Mr. Kleman made a motion to approve the up to a 3% pay increase to FVWDB staff based on performance. Ms. VanNess second. There was no further discussion, and the motion for a pay increase of 2-3% was unanimously approved. The Executive Committee will provide Ms. Welch with an annual review and determine salary adjustment at that time.*

**Financial Procedures Policy and Procurement Policy Revisions (Action Item)**

The Financial Procedures Policy and Procurement Policy were discussed. Ms. Welch clarified that the policy follows the state's policy to requiring bids for services of \$5,000 or greater. It was suggested that item 4 regarding approval of transactions between \$1,000 and \$5,000 not be removed, but be changed to \$3,000-\$5,000. Ms. Welch also discussed the need for a fraternization policy due to working with the Department of Corrections. FVWDB will develop a formal policy and present it to the Executive Committee.

*Mr. Martinez made a motion to approve the Financial Procedures Policy and Procurement Policy with addressed changes. Mr. Kleman second, and the policies were unanimously approved.*

**PY 2010 Audit**

Ms. Welch updated that Wegner, the auditing firm, is expected to do their site work for the PY2010 Single Audit on September 19, 2011 at FVWDB. Mr. Friedl is preparing documentation for the audit. Ms. Welch noted the auditors are informed about the progress of DOL monitoring and DWD visit. She also shared DOL staff will be available at DWD on September 9<sup>th</sup> to discuss DOL monitoring results and to provide technical assistance on building matters.

**Consultant Costs**

Ms. Welch informed the Committee that the consulting costs are more than the expected \$10,000, but at this time is approximately \$25,000 and growing. Mr. Taylor will be at FVWDB on September 7<sup>th</sup> to give a report at the Joint meeting. To minimize costs, Ms. Welch suggested not having a consultant at the full Board meeting in September. This will be decided at the joint meeting, after the consultants' report.

Ms. Welch discussed the current status of the DWD visit, and that they will be reviewing expenditures from August 2008 and February of 2010, as well as LEAN expenditures for PY08 & 09. Mr. Schmalle will be at FVWDB with Mr. Tim Steiner on Wednesday and Thursday. Ms. Welch sent an invitation to DWD staff visiting the FVWDB to attend the joint meeting on September 7<sup>th</sup>.

**September 21, 2011 Board Meeting Agenda:**

The agenda discussion will be tabled until after the LEO and Executive Committee joint meeting and DWD visit.

**Adjournment**

*Mr. Kleman made a motion to adjourn the meeting. Mr. Martinez second. There was no further discussion and the meeting was adjourned at 11:35 a.m.*

**Respectfully submitted,**

**Cheryl A. Welch**