

**Fox Valley Workforce Development Board, Inc.**  
**Joint Meeting of the Local Elected Officials and the**  
**Executive Committee**  
**Approved Meeting Minutes-Public**  
**September 20, 2011**

**Local Elected Officials Present:** Mr. Barribeau, Mr. Priske, Mr. Weiss Mr. Nelson, Mr. Harris

**Local Elected Officials Absent:** Mr. Koeppen Mr. Buechel,

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

**Others Present:** Ms. Welch, Mr. Hesse, Ms. Jusic, Mr. Friedl, Mr. Craig Moser (Outagamie County), Mr. Verlynn Schmale (DWD), Ms. Allison Rozek (DWD)

**Mr. Barribeau called the Local Elected Officials meeting to order at 1:00 p.m.**

**Mr. Grant called the Executive Committee meeting to order at 1:00 p.m.**

**Approval of September 7, 2011 meeting minutes (*Action Item*)**

*Mr. Weiss made a motion to approve the September 7, 2011 Local Elected Officials Minutes. Mr. Priske second. There was no discussion, and the minutes were approved unanimously.*

There was a change on the agenda: the Executive Committee would approve only the September 7, 2011 LEO and Executive Committee joint meeting minutes, and not the September 6, 2011 Executive Committee conference call minutes. *Mr. Martinez made a motion to approve the September 7, 2011 Joint LEO and Executive Committee Minutes. Mr. Thiel second. There was no further discussion and the minutes were approved unanimously.*

**PY11 Budget Update**

Ms. Welch explained the PY11 Budget handout that was distributed. The budget does not reflect any possible additional funds if the state set-aside funds are received. Mr. Friedl said that we are anticipating about \$1 million decrease in funding when comparing PY10 and PY11. Ms. Welch added that the resource room and job centers take a lot of the funding due to contracts to provide staff for resource room and job centers. With the decrease in revenues it is becoming more difficult to staff job centers, but FVWDB will continue to do so while there is fund support. Most WDBs don't support job centers in the way that FVWDB does. Mr. Martinez asked if the current budget climate could mean that in the future, FVWDB may not be able to support all of the job centers. Ms. Welch said that this is a possibility, and that there will have to be a discussion with the job center partners to develop a strategy for funding job centers.

Ms. Rozek asked for a clarification of the 308 corporate account. Mr. Friedl explained the corporate account as the total unrestricted revenue of the FVWDB. There was a discussion of how this account will be affected if there are potential disallowed costs as a result of the DOL Monitoring.

*Mr. Harris made a motion to approve the PY 11 Budget as presented. Mr. Weiss second. There was no further discussion and the PY11 Budget was approved unanimously by the LEOs.*

*Mr. Martinez made a motion to approve the PY11 Budget as presented. Mr. Thiel Second. There was no further discussion and the PY11 Budget was approved unanimously by the Executive Committee.*

Mr. Harris added that he would like to see a Balance Sheet for the FVWDB. Mr. Friedl has preliminary financial statements that are prepared for the PY10 audit. LEOs and the Board would like to receive quarterly financial statements.

**DOL and DWD Monitoring Review**

Ms. Welch explained that FVWDB and WEI staff added several attachments that support the response to DOL. The report presented at the last Joint meeting by D. Strader Taylor was not substantially changed. Some items may have to be sent at a later time after they are approved. Mr. Schmale replied that we need to add a timeline to such documents in the response. Mr. Friedl explained the information on the budget related to the amount of building costs that are allowed to be paid out of federal funds, and that the rest is paid out of corporate and non federal funds. Mr. Schmale explained that his staff is still working on reviewing documentation. DOL may take a sample of any found questioned costs and extrapolate them across the two years under review. This remains to be seen after DWD submits their response to DOL.

Mr. Friedl discussed the finding regarding Bank Fees paid by FVWDB and WEI, and that instead of the questioned cost being \$9,832 they will be \$1666.14, as this is the actual amount of fees paid. Supporting documentation and a revised response will be included in the final response to DWD.

Mr. Schmalte discussed the finding regarding the vacation payout after transfer of staff from WEI to FVWDB. There was a discussion around this finding with concerns regarding when it was paid out, if it was equitable and necessary, and per policy.

Mr. Friedl explained the issues that the Payroll Module in ORION did not keep correct track of staff leave time. Although done in September, the vacation payout was accrued at June 30, and it was audited by Wegner in the A133 single audit. She further explained how the vacation was paid out per WEI policy, and how FVWDB handled the new employee vacation.

*Mr. Harris made a motion to recommend the FVWDB DOL Monitoring Response to the Board. Mr. Priske second. There was no further discussion, and the motion was approved unanimously.*

*Mr. Martinez made a motion to recommend the FVWDB DOL Monitoring Response to the Board. Mr. Kleman second. There was no further discussion, and the motion was approved unanimously. The document will be presented to the full Board for approval.*

### **LEO Consortium Agreement and LEO and FVWDB Joint Agreement**

Mr. Harris mentioned that when the LEOs come to an agreement on the document for county board approval, it needs to be sent one week in advance. Ms. Welch and Ms. Meyer explained the relationship of the LEO-FVWDB Joint and LEO Consortium agreements, as well as the slight changes that were made since the last distribution of the drafts for both.

Mr. Schmalte had the draft documents reviewed by legal counsel. He informed the group of several comments that he received. Insurance for indemnification for LEOs would have to come from corporate funds, not federal funds. This needs to be included into the budget. The Counties could pay for this as well, as long as source of funds is non-federal. He also added that there should be a clear apportionment of the responsibility if there is a disallowed cost. Ms. Welch will research the cost of the insurance for LEOs, the extent of the liability coverage, and if it would cover any potential disallowed costs. FVWDB may also add a statement to that affect in the LEO-FVWDB Joint agreement. There was a discussion on whether the Counties or the Local Elected Officials individually would be responsible. The WIA legislation names the Chief Local Elected Official as liable, but Ms. Rozek believes that this is referring to the counties. The law clearly states that the CLEO has the liability, and it is the reason that the consortium agreement should have a clear apportionment of the liability to all LEOs. Each LEO will take the draft document to their legal counsel for review.

### **Fox Valley WIA PY11 Draft Local Plan**

The document outlining the Governor's priorities was discussed and how it will be included in the FV Local WIA Plan. In pursuing a new service delivery model, FVWDB has met with local partners to set up job centers that are integrated. Staff would be divided into teams, not according to their program but according to their function, as in the Iowa model. This will be very beneficial to customers as it would provide a better and easier access to resources. The partners are supporting this goal, and DWD would ultimately have to approve the plan. Ms. Welch also discussed the "Job Funnel" document and having met with the technical colleges to discuss possible way to assess participants to better gear them towards the right training. This model would also focus more on short term vs. long term training due to funding.

The LEOs set the next meeting date as October 17<sup>th</sup>, at 11 a.m. to discuss the agreements with legal counsel recommendations.

### **PY10 Fiscal Audit Schedule with Wegner**

Tabled until next meeting.

### **Adjournment**

*Mr. Barribeau adjourned the meeting of the Local Elected Officials at 2:56 p.m.*

*Mr. Thiel made a motion to adjourn the Executive Committee meeting. Mr. Kleman second. There was no discussion and the meeting adjourned at 2:57 p.m.*

**Respectfully submitted,**

**Cheryl A. Welch**