

**Fox Valley Workforce Development Board, Inc.**  
**Executive Committee Meeting**  
**APPROVED Meeting Minutes-PUBLIC**  
**November 16, 2011**

**FVWDB Executive Committee Members Present:** Mr. Grant, Mr. Martinez, Mr. Kleman, Mr. Thiel

**Members Absent:** Mr. Schultz, Ms. VanNess

**Others Present:** Ms. Welch, Ms. Jusic, Mr. Friedl, Mr. Malinowski

**Mr. Grant called the Executive Committee meeting to order at 8:32 a.m.**

**Approval of September 6 and October 11, 2011 meeting minutes (Action Item)**

*Mr. Martinez made a motion to approve the September 6<sup>th</sup> and October 11<sup>th</sup> meeting minutes. Mr. Thiel second. There was no discussion and the minutes were approved unanimously.*

Ms. Welch distributed to the Executive Committee the updated policies within the WIA plan. She reviewed the Self Sufficiency Policy, Documentation Retention Procedures, ITA Procedure, Gift Policy, and a possible change in the Travel policy to comply with the Federal Regulations. Mr. Martinez suggested that a timeframe for purchasing airplane tickets be added to the policy to ensure that the price paid is reasonable, for example ensuring all tickets are purchased at least 10-15 to ensure reasonable pricing, unless there is an emergency situation, in which case it should be documented. Another suggestion was to outline any CEO travel expenses projected for a future period of time and approve them through the Committee or the Chair. Staff should be required to submit travel documents in a timely manner, so adding a time frame for document submission will be considered.

*Mr. Martinez made a motion to approve the updates to the policies as outlined. Mr. Kleman second. There was no further discussion and the updates were approved unanimously.*

**PY10 Audit**

Mr. Friedl explained the process of the PY10 audit. There was a slight change in process from previous years in that the sample to be reviewed was selected during the field work, not prior. Also, due to the DOL monitoring, the scope of audit and period to complete field work was extended. FVWDB will receive the final report likely in the coming week. There may be a finding on the receipt of the FVWDB video conferencing equipment which is a non-cash item. Since the invoice for the equipment was received one week prior to the audit field work, FVWDB did not have time to record the in-kind contribution prior to the arrival of the auditors. Additionally, the final report may include a note regarding questioned cost related to the building.

**PY11 First Quarter Budget Expenditures**

Mr. Malinowski explained two documents that were distributed: October Q1 Comparative Statement and September Q1 Comparative Statement. He noted that the report is in the process of being tailored to the Executive Committee members and Board members so that it is very easy to understand.

Mr. Thiel also asked that the Program Year be added under the title of the report, as well as the time period which the Program Year encompasses. There was discussion on how to ensure that the Board membership understands the Workforce System terminology and the processes that help them see the big picture. The committee agrees that the report is very helpful and not difficult to understand. Also, a list of acronyms will be distributed to the full Board membership. Mr. Martinez suggested that a Balance Sheet be distributed for updates as well. Mr. Malinowski will add a Balance Sheet to his report.

**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 as per State Statute 19.85(1)(c) for Personnel. Mr. Thiel second. There was no discussion and the meeting moved to closed session. Mr. Malinowski and Mr. Friedl left the meeting.*

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

*Mr. Thiel made a motion to return to Open Session as per State Statute 19.85(1)(c) for Personnel. Mr. Kleman second. There was no further discussion and the meeting returned to open session.*

**Approval of Actions Discussed in Closed Session**

*Mr. Martinez made a motion to approve the closed session minutes from September 6, 2011. Mr. Thiel second. There was no discussion and the minutes were approved unanimously.*

**2012 Health Insurance Renewals**

Ms. Welch updated the Committee that there will be a 14% increase in insurance premiums. The increase would be about \$12,000 per year. Mr. Grant suggested an increase in the deductible as a possible way to lower costs.

*Mr. Thiel made a motion to approve moving forward with the new health insurance renewal. Mr. Martinez second. There was no further discussion and the health insurance renewal was approved unanimously.*

### **PY11 WIA Plan**

Ms. Welch updated on the status of the local WIA Plan. The draft was sent to DWD. A public hearing was held on November 16, 2011 from 9:00 – 11:00 a.m. No one attended the meeting. FVWDB did receive one comment from a Board member regarding a typo. As part of the local plan, FVWDB has requested that a new system delivery be supported (the Iowa Model and the Funnel Concept). Currently, the FVWDA has two comprehensive job centers: Fox Cities Workforce Development Center and Fond du Lac Job and Career Center. Upon recommendation from the CEO, the One Stop Committee requested from DWD to make Oshkosh Area Workforce Development Center a comprehensive job center as well, if the DWD will allow for three. If not, Fond du Lac would continue to provide comprehensive services, but would not be designated as a comprehensive center. Since all partners would contribute in the cost of a comprehensive center at the Oshkosh location, costs to the FVWDB should be less.

### **LEO Consortium Agreement and LEO-WDB Joint Agreement**

Both agreements were reviewed by the LEOs, and slight changes were made, particularly the Liability section was added in both agreements. The LEOs asked Ms. Welch to attend County Board meetings to share information regarding the workforce system. Ms. Welch provided an activity report to LEOs and Executive Committee members to outline the services provided to each county over the past five years.

### **DWD and DOL Updates**

Ms. Welch discussed the document containing the response from DWD to the DOL Monitoring. Many of the items are resolved. However, there are still a couple of items that FVWDB will continue to work to resolve. A status update on the DOL Monitoring resolution will be given to the full Board at the next meeting.

### **One-Stop Center Locations**

Ms. Welch explained that FVWDB is looking at new locations for the Oshkosh WDC and the Fox Cities WDC. A possible location for the Oshkosh Center is the former Morton Pharmacy building. A potential new location for the FVWDB administrative office also has space for a possible Fox Cities WDC.

### **Administrative Office Options**

Several informal appraisals of the current FVWDB administrative building have been done. Ms. Welch will present the estimates to the Board. She added that the Board will have to have discussions on the sale or lease of the current building. Discussion ensued on the building and possible next steps. Mr. Grant abstained from the discussion and vote.

*Mr. Thiel made a motion to approve an ad to lease the 1401 McMahon Drive building. Mr. Kleman second. There was no further discussion and the motion was approved unanimously. Ms. Welch will take out an ad for lease of building.*

### **FVWDB Agenda**

The committee decided on the following items for the FVWDB Agenda:

- Organizational Chart
- Status update on DOL Report and DWD Response
- PY10 Audit
- Administrative Office Update
- WIA Plan
- LEO Consortium and LEO – WDB Joint Agreement

### **Announcements**

None.

### **Adjournment**

*Mr. Kleman made a motion to adjourn the meeting. Mr. Thiel second. There was no discussion and the meeting adjourned at 11:18 a.m.*

**Respectfully submitted,**

**Cheryl A. Welch**