

Fox Valley Workforce Development Board, Inc.
Executive Committee Meeting
Approved Meeting Minutes-PUBLIC
December 12, 2011

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

Members Absent: Mr. Schultz, Ms. Van Ness

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

Mr. Grant called the Executive Committee meeting to order at 2:10 p.m.

Approval of November 16, 2011 meeting minutes (Action Item)

Mr. Martinez made a motion to approve meeting minutes from November 16, 2011. Mr. Thiel second. There was no discussion and the minutes were approved unanimously.

Move to Closed Session as per State Statute 19.85(1)(c) for Personnel – PY10 Performance Review (Action Item)

Mr. Thiel made a motion to move to closed session as per State Statute 19.85(1)(c) for Personnel. Mr. Kleman second. There was no discussion and the meeting moved to closed session.

Ms. Jusic and Ms. Welch were asked to leave the meeting.

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

Mr. Martinez made a motion to return to open session. Mr. Thiel second. There was no further discussion and the meeting returned to open session. Ms. Welch and Ms. Jusic rejoined the meeting.

Approval of Actions Discussed in Closed Session (Action Item)

Mr. Thiel made a motion to approve the Closed Session minutes from November 16, 2011. Mr. Kleman second. There was no discussion and the minutes were approved unanimously.

Mr. Thiel made a motion to approve a 1% pay increase for Cheryl Welch, CEO, retroactive to July 1, 2011. Mr. Martinez second. There was no discussion and the pay increase was approved unanimously.

The Executive Committee will finalize the CEO performance review and will make available to Ms. Welch when completed. The Executive Committee agreed that Ms. Welch should remain in her current position.

Meeting with DWD

Ms. Welch updated the Committee that she will have a meeting with the Secretary of DWD, Reggie Newson, and Brad Grand (Board Chair) and Bill Barribeau (Chief LEO), will be attending. The purpose is to discuss the DOL monitoring and the approach which DWD took to review the matters suggested by DOL. FVWDB response to the monitoring will be discussed, including the building usage costs.

Administrative Office Options

Ms. Welch updated on the current status of the appraisals and that they are not completed yet. The Committee decided to cancel the Board meeting scheduled for December 13, 2011 and reschedule when the appraisal is completed. Mr. Kleman asked for clarification on building purchase and interest allowability in current legislation and guidance, in order to talk with legislators about the issue.

November Expense Report/Budget Update

Mr. Malinowski distributed the November Expense report and current fund expenditures. He will send this report to the full Board monthly.

Vacation Schedule

Ms. Welch has several weeks of vacation remaining that she was unable to use due to pressing matters at the office. Mr. Grant asked Ms. Welch what her annual vacation is. Welch explained that when she started with the organization, as a part of her initial benefits package and in lieu of a higher salary, the LEOs started her with four weeks of vacation, and an additional week is earned for every five years with the organization. Therefore, she currently has seven weeks plus two additional weeks in lieu of health insurance. At this time, this is the maximum time that is allowed.

Mr. Martinez made a motion to approve that Ms. Welch defer her unused vacation to 2012. Mr. Thiel second. There was discussion on the current policy in order to make sure there is nothing preventing vacation to be carried through to a new year with proper approval of the Executive Committee. There was no further discussion and the motion was approved unanimously.

Out of State Travel

Ms. Welch will be traveling to United States Conference of Mayors winter meeting in Washington D.C. in January 2012, and also to the National Association of Workforce Boards Conference in March. Ms. Welch explained the USCM and that they work closely with DOL and legislators and mayors to create opportunities for workforce development. Currently, a committee of the USCM is helping develop new framework for a better workforce system. Ms. Welch is authorized by the Mayor of Green Bay to be on the USCM.

Mr. Martinez made a motion to approve travel to both conferences. Mr. Kleman second. There was no discussion and the motion was approved unanimously.

Nominating Committee

Mr. Grant asked that Ms. Jusic send out notices to Board members to ask for volunteers for the Nominating Committee to elect Board Officers.

Announcements

Happy Holidays.

Adjournment

Mr. Kleman made a motion to adjourn the meeting. Mr. Thiel second. There was no discussion and the meeting adjourned at 4:22 p.m.

Respectfully submitted,

Cheryl A. Welch