

**Fox Valley Workforce Development Board, Inc.**  
**Executive Committee Conference Call**  
**APPROVED REVISED Meeting Minutes-PUBLIC**  
**January 17, 2012**

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

**Members Absent:** Mr. Schultz

**Others Present:** Ms. Welch, Ms. Jusic (left meeting shortly upon moving to closed session)

**Mr. Grant called the Executive Committee meeting to order at 8:07 a.m.**

**Approval of December 12, 2011 meeting minutes (Action Item)**

*Mr. Martinez made a motion to approve the December 12, 2011 meetings minutes. Ms. Roettger second. There was no discussion and the minutes were approved unanimously.*

*Due to time constraints, Mr. Grant moved the Closed Session to item four on the agenda.*

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

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

**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. Martinez second. There was no 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 December 12, 2011. Ms. Roettger second. There was no discussion and the minutes were approved unanimously.*

**Updates**

**PY10 Draft Audit**

Ms. Welch gave an updated on the draft PY10 fiscal audit. FVWDB is still in discussion with Wegner on the questioned costs for the building and procurement. DWD needs to visit FVWDB for a review of stand in costs in order to resolve the building questioned costs. Through consensus, the Executive Committee instructed Ms. Welch not to sign off on the draft audit for as long as possible until the building matter is resolved. Ms. Welch also updated that, as a result of discussion with the auditors, there have been some changes to the FVWDB Personnel Policy. The changes include a 'Grandfather Clause' clarifying that individuals hired prior to July 1, 1998 were granted four weeks of vacation as part of hiring package, and that individuals previously employed with Workforce Economics, Inc. or CareerPros will be granted their original hire date for FVWDB benefits. The policy also states that with CEO approval an employee may donate paid time off to another employee who has exhausted their benefits.

*A motion was made to approve the Personnel Policy as presented. Mr. Martinez second. There was no discussion and the Personnel Policy was approved unanimously.*

**DWD Fiscal Monitoring February 14, 2012**

DWD is scheduled to come to the FVWDB offices to review documentation on stand in costs and any further matters in the DOL monitoring.

**LEO and Board Joint Agreement**

**The following are proposed changes to the LEO-Board Joint agreement:**

- A. The LEO shall appoint 3 members to the Ad Hoc Employment Committee.
- B. The FVWDB shall appoint 3 members to the Ad Hoc Employment Committee.
- C. The LEO may utilize the Human Resources Department of a member County to assist the Ad Hoc Employment Committee in coordinating the hiring process.
- D. Ad Hoc Employment Committee shall, with the assistance of the designated Human Resources Department (if so utilized), solicit and/or advertise for applications, review the applications, interview applicants and give a recommendation to the LEO and the FVWDB. The Ad Hoc Employment Committee shall base its recommendation upon a five out of six vote of the members of the committee to make recommendations to the LEO Consortium and the FVWDB to hire or terminate a CEO.
- E. The LEOs assigned to the Ad Hoc Employment Committee will meet no less than twice per year with the FVWDB Executive Committee for updates on CEO Performance and WDB Objectives to report back to the LEO Consortium. The LEO Consortium and the full WDB will meet together no less than twice per year to ensure ongoing dialogue.
- F. When a CEO is hired or terminated, the Ad Hoc Employment Committee brings their recommendations to the LEO Consortium and the FVWDB who must then ratify the recommendation of the Ad Hoc Employment Committee.

The changes will be presented to the Board for approval.

#### **One Stop Centers**

Ms. Welch explained the challenges and opportunities regarding relocation of the Oshkosh center. DVR is requesting not to pay for shared space due to budget constraints. Ms. Welch and FVWDB will continue to work with the local chamber of commerce to find a location for the Oshkosh WDC.

#### **Youth Council Members**

New Youth Council members are being recruited with the assistance of Ms. Kim Lemieux.

#### **Future Meeting Date**

The Executive Committee and LEO joint meeting will be scheduled in the coming weeks.

#### **Announcements**

None.

#### **Adjournment**

*Mr. Kleman made a motion to adjourn the meeting. Mr. Thiel second. There was no further discussion and the meeting was adjourned.*

**Respectfully submitted,**

**Cheryl A. Welch**