

Fox Valley Workforce Development Board, Inc.
Joint Meeting of the Local Elected Officials and the
Executive Committee
Approved Meeting Minutes-Public
January 25, 2012

Local Elected Officials Present: Mr. Barribeau, Mr. Buechel, Mr. Weiss, Mr. Harris

Local Elected Officials Absent: Mr. Koeppen, Mr. Priske, Mr. Nelson

FVWDB Executive Committee Members Present: Mr. Grant, Mr. Martinez (via phone), Mr. Kleman, Ms. Roettger, Mr. Schultz, Mr. Thiel, LeRoy Dissing (Green Lake County)

Members Absent: None.

Others Present: Ms. Welch, Ms. Jusic, Mr. Moser

Mr. Barribeau called the Local Elected Officials meeting to order at 1:59 p.m.

Mr. Grant called the Executive Committee meeting to order at 2:00 p.m.

Approval of Minutes from September 20, 2011 (*Action Item*)

Mr. Weiss made a motion to approve the meeting minutes from September 20, 2011. Mr. Harris second. There was no discussion and the minutes were approved unanimously by the Local Elected Officials.

Mr. Kleman made a motion to approve the meeting minutes from September 20, 2011. Ms. Roettger second. There was no discussion and the minutes were approved unanimously by the Executive Committee.

LEO-Board Joint Agreement

Ms. Welch explained the additions that were recommended by the FVWDB to the LEO-Board Joint Agreement. The LEOs can choose to take the agreement back to their County Boards again for approval if changes are adopted. Mr. Grant explained that FVWDB recommends having a super majority recommend the decision regarding hiring/terminating the CEO, as well as LEO involvement with the Executive Committee. Mr. Barribeau stated that he would be willing to attend Executive Committee meetings to be more involved. The members agree to have a simple majority determine hiring/termination recommendations. The LEOs agree to item E in the Joint Agreement. There was discussion on the interpretation and meaning of item F. Ms. Welch explained that most WIBs across the state have similar language in their agreements. Discussion ensued about how to structure the Hiring/Oversight committee and the decision. Ms. Welch explained that the signed LEO Consortium Agreement and the LEO-Board Joint Agreement are requested by DWD.

The following terms will be in the agreement, section IV:

- The 'Ad-hoc Hiring/Oversight Committee' will be changed to 'Ad-hoc Employment Committee'
- Item D: Striking 'five out of six' and inserting 'majority of the members of the committee' The LEOs assigned to the Ad-hoc Employment Committee must meet no less than twice per year with the FVWDB Executive Committee
- Both FVWDB and LEOs will vote to ratify the recommendation of the Ad-hoc Employment Committee

Mr. Buechel made a motion to accept the changes to the LEO-Board Joint agreement as proposed by the FVWDB and as outlined above. Mr. Weiss second. Roll call was taken and the motion carries 4-1, with Mr. Moser opposing.

Mr. Schultz made a motion to accept the changes to the LEO-Board Joint agreement as proposed by the FVWDB and as outlined above. Mr. Thiel second. There was no discussion and the changes were approved unanimously.

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

Mr. Harris made a motion to go to closed session as per State Statute 19.85(1)(c) for Personnel. Mr. Buechel second. Roll call was taken and the meeting moved to closed session unanimously (5-0).

Ms. Roettger made a motion to go to closed session as per State Statute 19.85(1)(c) for Personnel. Mr. Schultz second. Roll call was taken and the meeting moved to closed session unanimously (6-0).

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

Mr. Weiss made a motion to return to open session as per State Statute 19.85(1)(c) for Personnel. Mr. Buechel second. Roll call was taken and the meeting moved to closed session unanimously (5-0).

Mr. Schultz made a motion to return to open session as per State Statute 19.85(1)(c) for Personnel. Mr. Kleman second. Roll call was taken and the meeting returned to open session unanimously (6-0).

Approval of Actions Discussed in Closed Session

Mr. Schultz made a motion to offer an 18-month contract to the Executive Director. Mr. Kleman second. There was no discussion and the motion carried unanimously (6-0).

Mr. Buechel made a motion to offer an 18-month contract to the Executive Director. Mr. Weiss second. Roll call was taken (Mr. Buechel – yes, Mr. Weiss – yes, Mr. Barribeau – no, Mr. Harris – no, Mr. Moser for Outagamie Co. – No) and the motion was defeated 3-2.

Mr. Weiss made a motion to approve minutes from closed session on August 10, 2011. Mr. Buechel second. Roll call was taken and the minutes were approved unanimously (5-0).

Ms. Roettger made a motion to approve minutes from closed session on August 10, 2011. Mr. Schultz second. There was no discussion and the minutes were approved unanimously (6-0).

PY10 Fiscal Audit

Mr. Friedl joined the meeting to discuss the PY10 fiscal audit. Wegner issued their short form report on January 11, 2012 with financial statements, footnotes and disclosures. They have yet to issue their final long form report which will include an additional section - schedule of findings and questioned costs. The reason for this is the resolution processes for some findings. The first possible finding relates to the use of the current administrative building resulting from the DOL monitoring, which was anticipated – it is a material item. The other items are non-cash items, the first regarding a minor question of tracking vacation which will be resolved by adding a clause into the personnel policy. The last finding relates to procurement, which FVWDB believes will be removed from the final report after further clarification with the auditors. Ms. Welch added that the building costs could be resolved if the DOL approves stand-in costs that were provided, but the process of approving those is delayed because DWD states they will not review stand in costs until the fiscal audit is completed. Mr. Friedl clarified that the building usage cost is not accumulated any longer as FVWDB has been charging only the depreciation amount to federal funds, and the remainder to the corporate account. Ms. Welch added that DWD instructed FVWDB not to book any transactions to pay off rent for PY10 until the final determination. She explained that DOL has stated that they are very willing to accept stand in costs for any final questioned costs. Ms. Welch added that the package submitted to DWD regarding the monitoring was also submitted to DOL.

DWD Monitoring Scheduled

DWD will be at the FVWDB office on the week of the 14th of February only if the PY10 fiscal audit report is submitted to them prior to their visit. During the DWD visit, FVWDB will ask for a review of the stand in costs in order to expedite the DOL monitoring resolution process.

Update on Administrative Office Location

Ms. Welch explained that DOL will not allow forward stand in costs. FVWDB can choose to sell the current building and still rent it from the buyer, as long as the buyer is not related to FVWDB.

Update on One-Stop Center

Options are being explored for a new location for the Oshkosh Area WDC. DVR is unsure if they will also move if a new location is chosen. FVWDB is working with the chamber to find a solution for a new location. FVWDB will also add another day of service in the Green Lake and Wautoma locations for resource room staff.

Personnel Policy Revisions

Ms. Welch explained the revisions to the Personnel policy that will clarify sick and vacation time. The additions explain that, as approved by the Executive Committee, staff can donate sick and vacation time to another staff who has exhausted their paid time off benefits. The policy also includes a Grandfather Clause that explains vacation accrual for those hired prior to July 1, 1998.

Dislocated Worker Activity

Ms. Welch distributed the Dislocated Worker Activity Report. There have been no significant changes, and only several dislocations in the area.

Update on Grants

FVWDB has received additional funds through contract modifications which allow additional staff in the resource rooms. FVWDB has also received a Disability Employment Initiative grant. FVWDB was chosen as one of the pilot Workforce Development Boards to deliver improved services within the One-stop system for people with disabilities.

Announcements

None.

Adjournment

Mr. Thiel made a motion to adjourn the meeting. Mr. Kleman second. There was no discussion and the Executive Committee meeting adjourned at 5:16 p.m.

Mr. Weiss made a motion to adjourn the meeting. Mr. Harris second. There was no discussion and the Local Elected Officials meeting adjourned at 5:16 p.m.

Respectfully submitted,

Cheryl A. Welch