

Fox Valley Workforce Development Board, Inc.
Executive Committee Conference Call
Approved Meeting Minutes-PUBLIC
February 14, 2012

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

Members Absent: none

Others Present: Ms. Welch, Ms. Jusic, Mr. Priske (LEO)

Mr. Grant called the Executive Committee meeting to order at 2:05 p.m.

Approval of January 17, 2012 meeting minutes (*Action Item*)

Mr. Martinez made a motion to approve the minutes from January 17, 2012. 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 (*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.

Mr. Priske left the meeting.

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

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

Ms. Roettger left the meeting.

Approval of Actions Discussed in Closed Session

The committee thanked Ms. Welch for her service and hard work and wishes her the best of luck.

Mr. Thiel made a motion to accept Ms. Welch's resignation, second by Mr. Kleman. There was no further discussion and the motion passed unanimously.

Mr. Thiel made a motion to pay Ms. Welch the full amount accrued for vacation in accordance with FVWDB Personnel policy. Mr. Martinez second. There was no discussion and the motion passed unanimously.

Mr. Martinez made a motion to approve a contract with Ms. Welch for technical assistance for 90 days at an hourly rate and the total of the contract not to exceed \$4,895. Mr. Schultz second. There was no discussion and the motion passed unanimously.

Mr. Martinez made a motion to offer Mr. Hesse to serve as Interim Executive Director. Discussion ensued around ensuring that the full Board approves this offer. It was agreed that this will be a motion in the interim until the next Board meeting. Mr. Thiel second. There was no further discussion and the motion passed unanimously.

Policy Revisions

Revised policies were distributed and were discussed as follows:

▪ **OJT Policy**

Mr. Hesse noted that this policy has slight changes. The biggest change is the emphasis on Business Services as they will be more involved in the OJT process in the future. Reverse referrals are now authorized, meaning that employers can refer potential OJT recipients. This complies with WIA law. All previous policies will be maintained in a separate obsolete folder.

- **ITA Policy**
The majority of the changes were to clean up the language. The policy now also authorizes that individuals can receive up to \$500 if they need one or two classes in order to attain employment. This amount will count toward participant's total lifetime training limit.
- **Priority of Service Policy**
Changes are results of feedback from DWD on the PY11 WIA plan.
- **Self Sufficiency Policy**
Changes resulted from the PY11 WIA Plan. The change pertains to clarification on dislocated worker self sufficiency.
- **Youth Eligibility – Sixth Criterion**
Our initial sixth criterion was somewhat limiting, so it was changed to include more participants. Ms. Welch added that this was approved administratively to be used on a current project with an Alternative high school. This new criterion allows FVWDB to serve more youth participants.
- **Follow-up Services Policy**
Changes are a result of feedback from DWD on the PY11 WIA plan.
- **WIA Plan Gift Policy**
Ms. Welch explained that DWD wanted to know in the Plan how staff recognition is handled. DWD requested clarified parameters. The committee discussed inserting possible maximum awards and ensuring it is contingent upon availability of funding. The following will be inserted: Miscellaneous awards and recognitions are tied to years of service and are based on available funding and are not to exceed \$250.

Mr. Thiel made a motion to accept the discussed policies as presented. Mr. Kleman second. There was no discussion and the motion passed unanimously.

Announcements

Ms. Welch updated that WWDA is organizing a Day at the Capitol on February 23, 2012, which includes visits with local legislators. She is asking for any Board members to attend with Ms. Welch. This is a good opportunity to update legislators on the current status of the DOL monitoring. Mr. Grant will likely join.

The group discussed next steps regarding the resignation of Ms. Welch and proceeding with a search for a new CEO. All actions will be presented to the full Board for approval. An emergency Board meeting will be scheduled in the next few days. Mr. Grant will notify all Local Elected Officials and Board members of Ms. Welch's resignation.

Adjournment

Mr. Kleman made a motion to adjourn the meeting. Mr. Martinez second. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Cheryl A. Welch