



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Executive Committee: Meeting Minutes

Wednesday, June 17, 2015

Lakeside Packaging Plus, Neenah, WI

Executive Committee Members Present: Ms. Behringer, Mr. Beregszazi, Ms. Cronmiller, Mr. Dissing, Ms. Larsen, Mr. Theil, Mr. Westphal and Ms. Winn

Others Present: Paul Stelter (CEO FVWDB) and Ms. Haczkiwicz (Executive Assistant FVWDB)

Call to Order: The Executive Committee Meeting was called to order at 12:59 P.M. by Ms. Winn

Approval of Minutes from 12/10/14: *Motion to approve minutes for Executive Meeting by Mr. Beregszazi and second by Mr. Theil. Minutes were approved*

Audit Firm Approval: Mr. Stelter explained that Patti Denton had worked with the Finance Committee on the selection of the audit firms reviewed and all were with the Finance committee. The proposals were not ? these were proposals from WIPFLI and from Wagner and Associates. Mr. Stelter explained both firms had extensive audit experience with Workforce Boards and their fees were comparable. WIPFLI offered as part of their proposal a no cost subscription to their online policy reference tool. Wegner offered to provide in-person training for the board members on financial matters. After reviewing all of the proposals the staff recommended selecting Wegner and Associates, and had presented that recommendation to the Finance Committee and they approved that selection. The selection of Wegner and Associates as the audit firm for the next three years was made. Motion to approve by Tony Beregszazi and second by Mr. Dissing.

Approve Financial Policies: Mr. Stelter reviewed the implementation of the new uniform guidelines that had been issued by the Federal Government. As a result we decided to revise and update all of our financial policies, separating policies and practices. To have the new policies in place, as was required by April 1, 2015, the Board had authorized the Finance Committee at the February 2015 meeting to review the policies with staff and conditionally approve them subject to approval at a regular board meeting. Because we did not have quorum at the full board meeting, they are in front the Executive Committee now for final approval. Mr. Dissing explained the Finance Committee reviewed the policies, page by page and were most pleased with the thoroughness of them. The policies had been

previously approved by the Finance Committee. Mr. Beregszazi made the motion to approve the financial policies and second by Mr. Dissing. All were in favor.

PY15 Budget Approval: Mr. Stelter explained that WIOA funding is down 300K from last year but that is because our geographic area is doing better with unemployment rates and funds may have gone to struggling areas. We have added 200K into youth programs and 50K into Adult Work Experience. Right now we are in good shape fiscally because of carry in from 2014. The PY15 budget had previously been reviewed and approved. Motion to approve the budget, as presented by Mr. Stelter, by Mr. Dissing and second by Mr. Theil. All were in favor.

Grant Approval-HHS Grant and Potential Fast Forward Grants: Mr. Stelter explained that under new financial polies, staff is to get Board approval before submitting proposals for new grants of \$150K or more. Approval of submission of the "HOPE" grant to HHS was in the agenda for the Board meeting in May, which was in advance of the submission deadline date because quorum was not met at the May meeting the grant application was discussed but not acted upon. Mr. Stelter explained that if the approval to proceed is not made by the Executive Committee, the grant application will be withdrawn. The "HOPE" grant will assist low income individuals by providing training and placement in healthcare jobs such as, C.N.A, LPN and possibly RN's. It is a 5-year grant for approximately \$4 million. We have partnered with Northwest CEP and North Central Workforce Board on this FVWDB's portion is approximately 40%.

Mr. Beregszazi made a motion to approve the "HOPE" grant and second by Ms. Cronmiller. All were in favor.

Fast Forward Grant: Mr. Stelter also explained that staff was pursuing several fast forward grant opportunities. The deadline date for the manufacturing ones is July 2nd. Other industries with deadlines in upcoming months involve information technology, healthcare, warehousing/logistics and small business. Mr. Stelter asked the board for blanket approval to pursue and apply for future fast forward grants in order to obtain training funds for both new and incumbent workers. Motion by Ms. Cronmiller and second by Mr. Dissing. All were in favor.

Line of Credit Resolution: Mr. Stelter explained that our current line of credit at BMO Harris is \$50,000. It is up for renewal. When we took this to the Financial Committee for approval, the Committee suggested increasing the limit from \$50,000 to \$100,000. Motion to increase the line of credit to \$100,000 was made by Mr. Thiel and second by Ms. Cronmiller. All were in favor.

Work Experience Service: The Work Experience program is part of the Youth program and runs boot camps that serve as a "mock" employer for individuals with poor work history, habits and attendance. The sub-contractors act as the employer and provide paid work experience that serves as their work history when they apply and interview for a job. The proposal is to expand this to the Adult program on pilot basis, and if successful expand

it further. Mr. Cronmiller moved to approve the motion and second by Mr. Dissing. Mr. Beregszazi abstained and all others were in favor.

Discussion of Election of Officers: Mr. Stelter explained that the planned election of officers at the May meeting did not occur and that since then we have learned that Diane Reese who was our Vice Chair had sold her business in New Holstein, and no longer was eligible to serve on the board as an employee representative. Discussion ensued about appointing a nominating committee. Ms. Cronmiller and Mr. Beregszazi along with Mr. Stelter agreed to serve in a nominating committee and were appointed to it by board Chair Ms. Winn.

Adjournment: Motion to adjourn the Executive Committee meeting was at 1:50 by and second by Ms. Behringer.

Next Board Meeting is: Thursday, August 20, 2015, 2:00P.M. Coughlin Center Oshkosh.