



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

MINUTES

**FVWDB Executive Committee Meeting
July 21, 2016 at 8:00AM Via Conference Call**

Members in Attendance: Deb Behringer, Brad Grant, Jason Hendricks, Amy Hostettler, Jodie Larsen, Jose Martinez, David Thiel and Mark Westphal

Executive Committee Members Excused: Terri Lick

Others in Attendance: Stefanie Hayford, FVWDB and Anthony Snyder, FVWDB.

Call to Order: The meeting was called to order by Ms. Larsen, Board Chair, at 8:03AM.

Approval of Agenda (*Action Item*): A motion to approve the Agenda was made by Ms. Behringer and second by Mr. Grant. The motion carried.

Approval of Minutes from 4/28/16 Meeting (*Action Item*): A motion to approve the meeting minutes from 4/28/16 was made by Mr. Martinez and second by Ms. Behringer. The motion carried.

Move to closed session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): A motion to move to closed session was made by Mr. Martinez and second by Mr. Westphal. The motion carried. Roll call was taken. The motion carried.

Return to open session as per State Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data (*Action Item*): A motion to move to open session was made by Mr. Thiel and second by Mr. Martinez. The motion carried. Roll call was taken. The motion carried.

Approval of Actions Discussed in Closed Session (*Action Item*): A motion to modify Paul Stelter's employment contract per the 'Proposal to Modify Paul Stelter's Employment Agreement with the Fox Valley Workforce Development Board' dated June 29, 2016, with the modification that that Mr. Stelter will work a total of 40 days, rather than 52, made by Mr. Grant and second by Mr. Theil. The motion carried.

Review of the FVWDB PY16 Budget: Mr. Snyder reported on the current budget situation. Subsequent to the proposed PY16 budget being approved at the May 19th Board of Director's meeting, we discovered an error had been made in the projections. As a result, rather than the Administrative funds being in the black, they are actually in the red by approximately \$37,000. He went on to explain that the he and his staff have been diligently looking for ways to reduce administrative costs or shift them to program costs. In addition, they are waiting to close out the PY15 budget to determine how much money will carry over into PY16 so a more accurate and up-to-date budget can be presented at the August Board of Directors meeting. It was suggested that that the Executive Committee meet again prior to the BOD meeting to walk through the revised budget in more detail and all concurred. Accordingly an Executive Committee meeting will be scheduled prior to the August 18th BOD meeting and Mr. Snyder will send a revised budget to the Executive Committee prior to that.

Adjournment: There was no additional discussion so the meeting was adjourned at 8:35AM.

Minutes approved on 1/25/2017.