



MINUTES

FVWDB Executive Committee Meeting

April 12, 2018, at 1:00 pm

James P. Coughlin Center, Oshkosh, WI

Members in Attendance: Tony Beregszazi, Brad Grant, Jason Hendricks (phone), Aimee Hostettler, Brian Kaminske (phone), and Robert Sivick

Members Excused: Joe Gonyo and Jodie Larsen

Others in Attendance: Patti Andresen-Shew-One Stop Committee; Donna Kalata-Chair, County Consortium; Carrie Korth-FVWDB; Kim Lemieux-FVWDB; Harley Reabe-Chief Elected Official, Green lake County; Anthony Snyder-FVWDB; and Jill Valdez-FVWDB

Guests from Community: Megan Richard-University of Wisconsin-Oshkosh (UWO), Samantha Sheckly-UWO and Courtney Steward-UWO.

Call to Order: The meeting was called to order by Ms. Hostettler, Board Chair, at 1:02 PM.

Approval of Consent Agenda (*Action Item*): A motion to approve the Consent Agenda was made by Mr. Grant and seconded by Mr. Sivick. The motion carried. This motion approved the following: meeting agenda and minutes from the 3/8/18 Executive Committee Meeting.

OLD BUSINESS:

Strategic Reimagining Discussion: Mr. Snyder summarized the strategic reimagining plan and extended a thank you to the Community Foundation for the Fox Valley Region for the generous planning grant. The facilitator, Dr. B.S. Sridhar (UWO), will be including both Board and non-board members in our research, along with previous Board planning notes, meeting minutes and bylaws. The schedule will include several focus groups and meetings of the full Board and Executive Committee. Related will be the update to our 2016-2020 WIOA Plan and the addition of Regional WIOA Planning between WDA4 and WDA5 (Bay Area Workforce Development Board). There will be a regional WIOA planning meeting in May.

OLD BUSINESS:

Awarding of Workforce Innovation and Opportunity Act (WIOA) Contracts for Program Year 2018:

- a. **Adult and Dislocated Worker (*Action Item*):** Ms. Andresen-Shew presented the process for proposal evaluation and shared the recommendation of the One Stop Committee to award the WIOA Adult and Dislocated Worker contracts to LETC. The committee discussed. **A motion was made by Mr. Grant and seconded by Mr. Sivick to award the Adult and Dislocated Worker contracts to LETC. Mr. Beregszazi abstained from the vote. Motion carried.**

- b. **Dislocated Worker (Action Item):** See above, covered in previous topic.
- c. **Resource Room (Action Item):** Ms. Andresen-Shew presented the process for proposal evaluation and shared the recommendation of the One Stop Committee to award the WIOA Resource Room contract to LETC. The committee discussed. Two proposals were received. The rating committee recommended the full contract go to LETC. The committee discussed. **A motion was made by Mr. Grant and seconded by Mr. Sivick to award the Resource Room contract to LETC. Mr. Beregszazi abstained from the vote. Motion carried.**
- d. **One Stop Operator:** Ms. Andresen-Shew advised that there were no proposals received for the One Stop Operator RFP. Ms. Lemieux advised that she has been in contact with the Department of Workforce Development and the intention is to reissue the RFP following receipt of additional guidance.

Subrecipient Updates (Monitoring and Staff Turnover):

Ms. Lemieux and Ms. Valdez shared the results of recent subrecipient case file monitoring for Adult, Dislocated Worker and Youth, which included a list of areas of concerns and findings as well as timelines for a response from both subrecipients. A follow-up file monitoring will take place to ensure proper corrective action has been taken.

Ms. Lemieux and Ms. Valdez shared the performance results from both subrecipients as we approach the end of the fiscal year. Currently, the Board has concerns with subrecipients hitting some reporting goals. An action plan from one subrecipient was reviewed which explained the organization's plan to hit performance goals in light of the departure of a senior Career Planner. The Board now receives a monthly report from both subrecipients showing the number of enrollees in each category and staff are monitoring the situation.

CEO Evaluation Process (Action Item): Mr. Snyder presented a CEO evaluation process recommended by the Financial & Personnel Committee to assess the CEO performance before 6/30/18. **A motion was made to approve the CEO evaluation process by Mr. Hendricks, seconded by Mr. Beregszazi. The motion carried.**

Adjournment: The meeting was adjourned at 1:47 PM.

Future Meetings: The next **Executive Committee Meeting** will be held on Thursday, May 10, 2018 from 1:00 – 2:00 PM at the James P. Coughlin Center in Oshkosh, WI.