



MINUTES FWWDB Executive Committee Meeting

Thursday, April 15, 2021
Via Phone

Members Present: Jason Hendricks, Brian Kaminske, Laura Biehn, Dale Walker, Sarah Pantol, and Allen Buechel (Ex-Officio)

Members Excused: Aimee Hostettler, and Waushara County (Due to Open Position).

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Hendricks called the Executive Committee to order at 2:03 pm.

Approval of Meeting Agenda (Action Item): Mr. Hendricks introduced the Executive Committee agenda. **Motion by Mr. Walker and seconded by Ms. Biehn to approve the agenda as presented; motion carried.**

Approval of Minutes from 3/18/2021 Board of Directors Meeting (Action Item): Mr. Hendricks presented the meeting minutes. **Motion was made by Ms. Pantol, and seconded by Mr. Walker, to approve the minutes from the 3/18/2021 Board of Directors Meeting as presented; motion carried.**

Finance & Personnel Committee Report (Action Item): Mr. Walker shared details from the 4/8/21 meeting of the committee which included acceptance of the clean audit of our WIOA subrecipient, Labor Education and Training Council; a review of a letter from the Wisconsin Department of Health Services noting a clean audit of the Board by DHS; reviews of the February 2021 financial statements, March 2021 credit card statement and March 2021 checks over \$5,000 (none); received an update on the Wisconsin Department of Workforce Development's decision to pay program year 2019 Job Center expenses; discussed the need to add another non-Board member to the committee as of 7/1/21; authorized a plan by Board staff to shift Title V participant wage and fringe dollars to cover a list of support items for participant; and approved a plan to award a \$500 bonus for every certification earned by Board staff before 6/30/21. **Motion was made by Mr. Kaminske, and seconded by Ms. Pantol, to accept the report of the committee and adopt all recommendations as presented; motion carried.**

Appointment of a Nominating Committee and Adjust Date of Annual Meeting (Action Item): Mr. Hendricks shared information on the need to amend the Board Bylaws to move the date of the FVWDB Annual Meeting from May to June and to appoint an Ad Hoc Nominating Committee, chaired by Director Debra Warga, to compile a slate of officers for the 2021-2022 year. **Motion was made by Mr. Walker, and seconded by Ms. Biehn, to amend the Bylaws and reschedule the FVWDB Annual Meeting to June and to appoint Ms. Warga Chair of the Ad Hoc Nominating Committee; motion carried.**

Adoption of a Medical Confidentiality Policy (Action Item): Mr. Snyder shared a new Medical Confidentiality Policy required by DWD. **Motion was made by Ms. Biehn, and seconded by Mr. Walker, to adopt the new policy as presented; motion carried.**

Board Miscellaneous Updates: Mr. Snyder congratulated Mr. Buechel on his re-election to Fond du Lac County Executive and indicated that Winnebago County Executive Mark Harris would be retiring and replaced by the newly elected Jon Doemel on April 20. He also shared information on the Board's upcoming drive-thru and virtual job fairs.

Adjournment: The meeting was adjourned at 2:18 pm.

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