

MINUTES FVWDB Executive Committee Meeting

2:30 pm Thursday, November 20, 2025 Via Microsoft Teams

Members Present: Sarah Pantol, Jo Ann Hall, Jose Martinez, Josh Kilgas, Laura Biehn, and Gordon Hintz.

Members Excused: NA

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Pantol called the Executive Committee to order at 2:30 pm.

<u>Approval of Agenda</u> (Action Item): Due to a member having to depart early from the meeting, the Executive Committee dismissed the Consent Agenda. A motion was made by Hall, seconded by Biehn, to approve the Meeting Agenda with changes to the order of discussion items to accommodate the departing member; motion carried.

<u>Approval of Minutes from 10/16/25 Board of Directors Meeting</u> (Action Item): A motion was made by Biehn, seconded by Kilgas, to accept the Minutes of the 10/16/25 Board of Directors Meeting; motion carried.

Board Strategic Planning Discussion:

- Hall updated the Executive Committee on her outboard calls to Board members which were scheduled to begin next week.
- Executive Committee members shared their opinions on the merits of strategic planning, discussion issues to be addressed.
- Kilgas shared information on the modern approach to planning, which may be a better option for our group.
- Snyder shared results of a call with Hope Schaefer, executive director of the Nonprofit Leadership
 Initiative (NPLI), based in Appleton. The Nonprofit Leadership Initiative is a partnership of Fox Valley-area
 nonprofits, funders, educational institutions, and businesses dedicated to providing resources needed by
 effective nonprofit boards and executive leaders, and is a program within the Community Foundation for
 the Fox Valley Region.
- After discussion, Kilgas and Snyder agreed to return to the Executive Committee in December to make a recommendation on a planning process moving forward.

Strategic Programs Committee Report from 11/6/25 (Action Item): Kilgas reported out on the most recent meeting of the SPC and shared learnings from his conversations with committee members. A motion was made by Hall, seconded by Martinez, to accept the report of the Strategic Programs Committee from 11/6/25; motion carried.

<u>Finance & Personnel Committee Report from 11/13/25</u> (Action Item): Martinez shared information on the most recent meeting of this committee:

- The committee recommended the payment of a delayed expense report to a staff member and allowing CEO Snyder to address this type of issue going forward;
- A recommendation by the committee to apply a rebate received from Anthem, the Board's health insurance provider, to the premium of those in the program.
- The committee discussed a request to update sections of the Employee Handbook on "Employee Recognition, Celebration and Retirement Recognition" and the office location of staff related to mileage reimbursement. The committee did not make any decisions but asked Snyder to return next month with some additional guidance on these topics.
- Martinez shared information on the Board's accounting processes, which DWD questioned during Fall 2025 monitoring, specifically the use of indirect funds and de minimis cost categories. The Board accountant will address with the committee once the monitoring report is received.
- Martinez provided an overview of the September 2025 Fiscal Reports.

A motion was made by Biehn, seconded by Martinez, to accept the report of the Finance & Personnel Committee from 11/13/25; motion carried.

Project ROBUST Update: Snyder updated the Executive Committee on the schedule of activities for the Project ROBUST grant.

<u>FVWDB Policy/Procedure Approval</u> (Action Item): Snyder reported on an issue with combining the Board's program policies and procedures and how this impacted DWD Monitoring. After discussion, Snyder was asked to do a thorough review the of the Board's program polices and procedures before the end of the fiscal year. A motion was made by Biehn, seconded by Hall, to accept and adopt the WIOA Adult, Dislocated Worker, and Youth Combined Policies and Procedures, retroactive to 12/23/24; motion carried.

Status of New Oshkosh Job Center: A written report summarizing the status of the new Oshkosh Job Center was provided to the Executive Committee. Staff are expected to move into the facility in late December/early January pending occupancy permits and final installation of internet cables and furniture.

Future Board/Committee Meetings: The Executive Committee reviewed a proposed schedule of Board and Executive Committee Meetings for January-June 2026, and authorized Snyder to send calendar invites.

Committee Discussion/Round Robin: Members of the Executive Committee briefly shared information on their organizations related to workforce development.

Adjournment: The meeting was adjourned at 4:19 pm.

###

The Fox Valley Workforce Development Board is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service or at 800-947-3529. At no cost, you may request information in an alternate format, including language assistance or translation information to your preferred language by contacting us at (920) 594-3655.

