

MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, April 16, 2026

Via Microsoft Teams

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

Members Excused: Laura Biehn.

Others Present: Harley Reabe – Green Lake County; and Anthony Snyder – FVWDB.

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

Approval of Agenda and Previous Minutes (Action Item): A motion was made by Martinez, seconded by Kilgas, to approve and accept the Consent Agenda, which included the Adoption of the 4/16/26 Meeting Agenda; and Approval of the 3/19/26 Executive Committee Meeting Minutes; motion carried.

Strategic Programs Committee Report (Action Item): As there was no SPC meeting in April, Kilgas shared information on recent discussions on Key Performance Indicators (KPIs) with the Board staff and subrecipient and shared ideas on the cadence of meetings, which may involve alternating between formal committee meetings and “working” sessions on key issues. In addition, the Executive Committee reviewed the Wisconsin Department of Workforce Development (DWD) Performance Letter, dated 4/10/26, indicating the Board had failed to meet performance on the Title 1 Dislocated Worker Credential Attainment Rate for Program Year 2023. Snyder shared background information from the subrecipient noting the reasons for failure and provided a recommended plan to address. The performance matter will be referred to the SPC for a future discussion, including monitoring and review of all performance metrics now and in the future, and finalizing a technical assistance plan with DWD. **Motion was made by Martinez, seconded by Hall, to accept the report of the committee as presented; motion carried.**

Finance & Personnel Committee Report of 4/9/26 Meeting (Action Item): Martinez reviewed key items from the most recent committee meeting including recommended updates to the Cost Allocation Plan in our Accounting & Financial Policies Manual, effective 7/1/25; a recommendation to issue a contract to Debra Warga to serve as our One Stop Operator (OSO) from May 1, 2026, to June 30, 2027; an update to our PY24 and 25 Fiscal Monitoring; and Board Financial Reports from February 2026. **Motion was made by Martinez, seconded by Kilgas, to accept the report of the committee as presented; motion carried.** Our most recent Form 990 had been received too late for formal consideration, so the Executive Committee Requested that special meetings of the Finance & Personnel Committee, and the Executive Committee, be scheduled, allowing the Form 990 to be reviewed and adopted before submitting to the IRS by the 5/15/26 deadline.

Meeting with the Department of Workforce Development (DWD) on 4/1/26 (Action Item): A motion was made by Martinez, seconded by Kilgas, to move to Closed Session as per State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation. Roll Call: Pantol – Yes, Hall – Yes, Martinez – Yes, Kilgas – Yes, Hintz – Yes; motion carried. The Executive Committee entered closed session at 3:31 p.m. Attendees Reabe and Snyder were permitted to attend.

The Executive Committee returned to open session at 3:54 p.m.

Ratification of Items Discussed in Closed Session (*Action Item*): A motion was made by Martinez, seconded by Hall, to send DWD a formal thank you letter for the 4/1/26 meeting and to follow up with an action plan by 4/30/26 to address items in the DWD letter of 3/13/26 and to note all measurable progress; motion carried.

Board Strategic Planning Discussion and Next Steps (*Action Item*): During the 2/19/26 FVWDB Board Meeting, we shared plans to begin a strategic planning effort. While no formal action was taken at this time, Jo Ann Hall was appointed by Chair Pantol to chair a task force to start the process and report out any learnings or actions at the 6/18/26 FVWDB Board Meeting. Hall agreed to reach out to the Board to determine if anyone else wished to join her in the effort.

Updating Local and Regional Plans: Due to the closure of the Menasha Job Center and the opening of the Oshkosh Job Center, it will be necessary to update the WDA4 Local Plan and the WDA4 and WDA5 Regional Plan. Both plans require a 30-day comment period and a vote to accept by both the Board and the County Consortium. Snyder shared the timeline and noted that a meeting of the WDA4 County Consortium would need to be scheduled. No formal action was taken at this time.

Adjournment: Without objection, the chair adjourned the meeting at 4:14 pm.

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