

MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, September 17, 2026

Via Microsoft Teams

Members Present: Chair Sarah Pantol, Vice-Chair Jo Ann Hall, Treasurer Jose Martinez, Secretary Josh Kilgas, Immediate Past Chair Laura Biehn, and WDA4 County Consortium Chair Alice Connors.

Members Excused: None

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: With quorum reached Chair Pantol called the Executive Committee to order at 2:31 pm.

Approval of Consent Agenda (Action Item): A motion was made by Martinez, seconded by Kilgas, to approve and accept the Consent Agenda, which included the Adoption of the 9/17/26 Meeting Agenda; and Approval and Acceptance of the 8/20/26 Executive Committee Meeting Minutes; Program Year 2026 Job Center Required Partners Memorandum of Understanding; RESTART Grant Awarded to FVWDB; Report on 7/27/26 Tornado Impact on Local Workforce; and Wisconsin Department of Workforce Development (DWD) Action Plan Update; motion carried.

One Stop Operator Contract Update: Snyder updated the Executive Committee on FVWDB's negotiations with the Greater Oshkosh Economic Development Corporation (GOEDC) to be our OSO. With GOEDC still having some questions, FVWDB will be issuing a Letter of Intent (LOI) to GOEDC for the months of September, October, November and December 2026, in which FVWDB will cover GOEDC hours working on the OSO and continuing to address the GOEDC Board's questions. Snyder will work with GOEDC leadership on deliverables for the period with hopes of negotiating a contract for the remainder of Program Year 2026.

Strategic Programs Committee Report of 9/3/26 Meeting (Action Item): Kilgas reviewed the minutes of the 9/3/26 SPC Meeting, sharing the topics and outcomes of committee discussions. **Motion was made by Martinez, seconded by Hall, to approve and adopt the Updated Supportive Service Policy for WIOA Adult, Dislocated Worker and Youth, retroactive to 7/1/26.** Kilgas further presented on an opportunity to activate two library Job Pods in Plainfield and Waupaca in PY26. **A motion to accept the report of the committee as presented, along with the approval to move forward with two new library Job Pods was made by Biehn, seconded by Martinez; motion carried.**

Finance & Personnel Committee Report of 9/10/26 Meeting (Action Item): Martinez reviewed the minutes and report of the 9/10/26 committee meeting. He reported out on changes to staff with grants ending and new ones launching; noted the Board had wrapped up the Fall 2025 Monitoring with zero disallowed costs and offered personal congratulations to Snyder and his team; reviewed the PY25 end of the year financial report which showed a substantial increase in cash following a successfully executed year; reviewed the updated PY26 budget which was completed with all known contracts and updating the PY25 carry over; reviewed a plan to update the Board's Accounting & Financial Policies Manual, inviting the other members of the Executive Committee to provide feedback; and reviewed the July 2026 Financial Report. **Motion was made by Hall, seconded by Kilgas, to approve and adopt the report, and all presented within; motion carried.**

Board Strategic Planning Discussion and Next Steps (Action Item):

- The committee discussed recent activities related to board planning, discussed the future approach and considered next steps.
- The committee agreed to study the creation of a Governance Committee and to determine which officer might lead this committee going forward. Chair Pantol requested this discovery be completed no later than May 2027 to ensure time to present to the board for approval before the next officer elections prior to Program Year 2027.
- The committee discussed the need to have a continuity and transition plan in place in case of the sudden departure of the Board CEO. Currently, no plan exists.
- The committee discussed the need to discuss more communications from the officers to the Board on actions and activities.
- The committee discussed the need to create a RACI (Responsible, Accountable, Consulted, and Informed) or RASCI (Responsible, Accountable, Supportive, Consulted, and Informed) as we begin the strategic planning work.
- The committee discussed the need for possible time studies of current work being done by staff, committee and board.
- The committee discussed the role of an “Environmental Scan” in Strategic Planning. Vice Chair Hall committed to starting this process with the associated task force in September.

Motion was made by Biehn, seconded by Kilgas, to move forward with the Environmental Scan using the Strategic Planning Task Force already created by the Board; Approving the consideration of a Governance Committee via a Board Bylaw change before end of fiscal year; and developing an RFP to pursue a consultant to assist with strategic planning; motion carried.

Adjournment: With no objections Pantol declared the meeting adjourned at 4 pm.

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