



MINUTES

FVWDB Executive Committee Meeting

2:30 pm Thursday, May 18, 2023

Via Zoom

Members Present: Brian Kaminske, Laura Biehn, Dale Walker, Brad Grant, Jason Hendricks, and Sarah Pantol.

Members Excused: John Jarvis (Ex-Officio).

Others Present: Anthony Snyder – FVWDB.

Meeting Call to Order: Chair Kaminske called the Executive Committee to order at 2:32 pm.

Approval of Meeting Agenda (Action Item): Mr. Kaminske introduced the Executive Committee agenda.

Motion by Mr. Walker and seconded by Ms. Biehn to approve the agenda as presented; motion carried.

Approval of Meeting Minutes (Action Item): Mr. Kaminske presented the meeting minutes from 3/16/23. **Motion**

was made by Mr. Walker, and seconded by Ms. Pantol, to approve the minutes from the 3/16/23 Executive Committee as presented; motion carried.

Finance & Personnel Committee Report (Action Item): Mr. Grant presented the report of the Finance & Personnel Committee, which included a recommendation to issue a contract to Wipfli for outsourced accounting, payroll, accounts payable and 401(k) services for Program Year 23, with no increase over PY22; the receipt and posting of our IRS 990 Form; the Audit Close-Out Letter from the Wisconsin Department of Health Services (DHS) for our Title V program, a preliminary budget discussion for PY23; a review of all Board insurance coverage by our broker; and a review of all fiscal reports, checks over \$5,000 and our credit card statement from March 2023.

Motion was made by Mr. Walker, and seconded by Ms. Pantol, to accept the report of the Finance & Personnel Committee and adopt the motion to extend the accounting contract to Wipfli as presented; motion carried

Strategic Programs Committee Report (Action Item): Mr. Snyder presented the report of the Strategic Programs Committee, which included updates on the transition of our grant programs from Labor, Education and Training Council (LETC) to Forward Service Corporation (FSC), along with an update of FSC's hiring efforts. The SPC minutes from the March 2, 2023, meeting were shared which included details on recent job fairs, an update to visitors to the job center in Menasha and a recent layoff in Fond du Lac. **Motion was made by Ms. Biehn, and seconded by Mr. Walker, to accept the report of the Strategic Programs Committee as presented; motion carried.**

Board Updates from the CEO: Mr. Snyder updated the Executive Committee on Board activities since the last meeting and the Executive Committee discussed the agenda and topics for the June 15, 2023, Board Meeting.

Adjournment: The meeting was adjourned at 3:44 pm.

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