Fox Valley Workforce Development Board

**Finance Committee meeting minutes**

**Finance Committee members present**: Mr. Grant, Mr. Martinez, Mr. Dissing, Mr. Stelter (all via phone)

**Others present**: Mr. Hesse, Ms. Denton, Ms. Miller, Ms. Reinke

**Call to Order**

Meeting was called to order by Mr. Dissing at 9:03 AM

**Approval of 5/5/14 minutes** (*Action Item*)

*Motion first by Mr. Martinez to approve the May 5, 2014 minutes, second by Mr. Grant – all were in favor and minutes were approved*.

Review proposal for developing PSA (*Action Item*)

Mr. Stelter gave an overview of how funds were initially created and current job fair activities.

Ms. Miller gave an update on the current funds may be enough to cover the PSA development costs and still have some left over for paid advertisement time. Ms. Miller further explained that this PSA would be generic enough for use in other WDAs throughout the state by adding their individual information in the end.

*A motion was made asking for approval for exemption from the Purchasing (Procurement Policy), Section IV, of the Fiscal Procedures Manual to engage Coalesce Marketing as a sole source for a job fair PSA to be funded by the Regional Job Fair Special Activity Fund of up to approximately $12,000 first by Mr. Martinez, second by Mr. Grant. All were in favor and motion carried*.

**Adjourn**

*Motion to adjourn first by Mr. Grant, second by Mr. Martinez. All were in favor and meeting adjourned at 9:17 AM*.

Next meeting is: Monday, August 11 at 1:00 p.m. at the Oshkosh Job Center.

*Minutes approved at the 8-11-14 finance committee meeting.*