

Fox Valley Workforce Development Board
HR/Personnel Committee Meeting
Tuesday, October 15, 2013

Members Present: Mr. Dissing, Ms. Larsen, and Ms. Roettger (all via conference call)

Others Present: Mr. Stelter, Ms. Reinke

Call to order

Meeting was called to order by Mr. Stelter for Ms. Roettger who was in her car.

Approve Minutes (*action item*)

Motion to approve minutes as written first by Ms. Larsen, second by Ms. Roettger. All were in favor and motion carried.

Review Health Care Options

A healthcare insurance comparison sheet was shown. Information was from our insurance broker Chris Hansen of Hansen Benefits. Information sheet showed the current healthcare option as well as other offerings and the change in premiums it would be for 2014. Discussion ensued. Mr. Stelter will meet with Chris Hansen to review the insurance offerings and get back to the committee. Information handed out was for information only – no action needed at this time.

401(k) plan overview

Currently we use Principal as our administrator for our 401(k) program through Corey Grimes of Vande Hey Financial. We do not have any changes or concerns just want to make you aware that we are implementing an Investment Committee under the guidance of Wilshire through Principal. We have two employees who have volunteered to work with Principal in going over our investments.

Performance Review process update

Mr. Stelter prepared a general outline of an HR/Performance Principles and Guiding Philosophy as part of what was promised from the first meeting. Question brought up if the Board plans on moving to a performance based pay? Answer is yes, Mr. Stelter would like to put everything into place, communicate expectations, manage the change and establish a good frame work so we can work toward the goals that are set in place.

HR/Personnel policy update

At the first HR/Personnel Committee meeting a copy of the current Personnel Policy was handed out and asked to be reviewed. Mr. Stelter explained that his staff is currently looking over all policies and procedures in an effort to more streamline the policies into better policies and procedures into more of a procedure as well as adopt a header that would identify each policy/procedure more clearly. It was also decided that the Committee would forward their notations on our current Personnel Policy to Ms. Reinke to be put together for discussion at the next meeting.

Succession plan update

It was explained that we have an employee who has expressed plans of retiring early next year. Although currently we do not have a succession plan in place - we have begun to diversify some of the duties to other employees. It is not Mr. Stelter's intention to replace the employee on a one-for-one basis; but, rather take the opportunity to reorganize a bit and restructure to realign employees to more properly use their talents wisely. Mr. Stelter will keep the Committee advised of what is being done.

Adjournment

Motion to adjourn first by Ms. Larsen, second by Mr. Dissing. All were in favor and meeting adjourned at 3:52 p.m.

Respectfully submitted,

Paul A. Stelter

DRAFT