



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Minutes

HR/Personnel Committee Meeting

Wednesday, May 11, 2016 at 3:15pm

Oshkosh Job Center, Oshkosh

Members in Attendance: Debra Behringer (by phone), Linda Mingus, and Jodie Larsen.

Members Excused: Tony Beregszazi

Members Absent: Amanda Kopetsky

Others in Attendance: Stefanie Hayford, FVWDB, Anthony Snyder, FVWDB and Paul Stelter, FVWDB

Call to Order: The HR/Personnel Committee Meeting was called to order at 3:21pm by Committee Chair, Jodie Larsen.

Approval of Agenda (*Action Item*): *The Agenda was reviewed and a motion to approve the Agenda was made by Ms. Behringer and second by Ms. Mingus. The motion carried.*

Approval of Minutes from 3/9/16 (*Action Item*): *The meeting minutes for 3/9/16 were reviewed and a motion to approve the minutes was made by Ms. Behringer and second by Ms. Mingus. The motion carried.*

Handbook Update – Personnel Records & Employment: Mr. Stelter gave a brief summary of each updated policy: Equal Opportunity; Code of Conduct; and Recruitment, Screening & Selection. The Personnel Records Policy was reviewed at a previous meeting. He explained that the Equal Opportunity Policy was copied from the required language provided by the State. It was suggested that Mr. Stelter's name be replaced with Mr. Snyder's. With that change, the Committee agreed to recommend approval of the four updated policies to the full board.

Next Topics: Mr. Stelter reported that the FVWDB received its funding allocation last week and there will be significant cuts to all the boards across the line. The impact to us is in the range 13-16 percent for each program—about \$350K in program reduction costs. He noted that they have taken steps to trim down and reduce our program expenditures by 5% percent, but if we continue at level where we are into PY17, we'll be extremely tight. He anticipates hearing about a couple grant applications in the upcoming month which would bring in significant funding, but we need to plan in the event that we do not receive those. He further explained that we have been revisiting all of the spending including staffing levels and in the event staffing cuts are required, he requested that the Committee members

share with him samples or tools used by their organizations to assess current talent. It was suggested that because FVWDB is such a small organization with only 11 employees, perhaps job functions should be evaluated as well. The group agreed to provide that information to Paul via e-mail and at the next meeting, Paul will bring our initial findings back to the Committee to review and evaluate.

Report to the Board: Ms. Larsen will report on the HR/Personnel Committee at the May 19th Joint BOD/CEO Meeting. Mr. Stelter noted that Ms. Larsen has agreed to serve as Chair on the BOD, and if elected by the BOD, a new chair will need to be appointed for this Committee. The group agreed to discuss this at the next meeting on June 8th.

Next Meeting Date: Wednesday, June 8, 2016, at 3:15pm

Adjournment: Ms. Larsen adjourned the meeting at 3:57pm.