



MINUTES

Joint Board of Directors/CEO Meeting

Thursday, May 18, 2017, at 2:00 P.M.
D.J. Bordini Center (Fox Valley Technical College)
Appleton, WI

Board Members Present: Debra Behringer (by telephone), Tony Beregszazi, Laura Biehn, JoAnne Hall, Aimee Hostettler, Terri Lick, Jose Martinez (by telephone), Amy Groshek, Jason Hendricks, Carol Karls, Jim Nitz, David Thiel, Dale Walker, Debbie Warga, Mark Westphal and Margaret Winn

Board Members Excused: Patti Andresen-Shew, Brad Grant, Brian Kaminske, Amanda Kopetsky, Jodie Larsen, Trevor Martin, Bob Pedersen and Craig Wehner

Board Members Absent: Larry Lautenschlager

Chief Elected Officials (CEO) Present: Allen Buechel, Mark Harris, Donna Kalata, Dick Koeppen (by telephone) and Harley Reabe.

CEOs Excused: Alice Connors

Others Present: Leslie Bradley-Silver Star Brands, Senator Dan Feyen-WI Senate District 18, Russ Haase-Aurora Health Care, Stefanie Hayford-FVWDB, Al Hesse-FVWDB, Sandra Hiebert-DWD, Bobbi Miller-FVWDB, Gary Now-FVWDB, Ana Rivera-FVWDB, Anthony Snyder-FVWDB, Paul Stelter-FVWDB, and Jill Valdez-FVWDB

CEO Meeting Call to Order: CEO Chair, Dick Koeppen, called the CEO meeting to order at 2:05 pm.

Board Meeting Call to Order: Board Co-Chair, Aimee Hostettler, called the BOD meeting to order at 2:05 pm.

CEO Approval of Agenda (*Action Item*): *Motion to approve the Meeting agenda was made by Mr. Reabe and seconded by Ms. Kalata. The motion was passed.*

Board Approval of Agenda (*Action Item*): *Motion to approve the Meeting agenda was made by Mr. Walker and seconded by Ms. Karls. The motion was passed.*

State Senator Dan Feyen Remarks: Senator Feyen spoke on his background, current initiatives, and future plans to build Wisconsin's workforce. He also answered questions from the Board and CEOs.

Introduction of DWD Staff: Mr. Snyder introduced Sandra Hiebert, the Board's new Local Program Liaison (LPL). Ms. Hiebert's job is to serve as the go-between for the FVWDB and the State, particularly in the areas of WIOA, the One-Stop Operator System and job center functions.

CEO Approval of Minutes from 2/16/17 Joint CEO/BOD Meeting and 5/04/17 CEO Meeting (*Action Item*): *Motion to approve the minutes from the 2/16/17 Joint CEO/BOD Meeting and 5/04/17 CEO Meeting was made by Mr. Buechel and seconded by Mr. Reabe. The motion was passed.*

BOD Approval of Minutes from 2/16/17 Joint CEO/BOD Meeting (Action Item): *Motion to approve the minutes from the 2/16/17 Joint CEO/BOD Meeting was made by Mr. Beregszazi and seconded by Mr. Nitz. The motion was passed.*

Approval of Minutes from 4/27/17 Executive Committee Meeting (Action Item): *Motion to approve the minutes from the 4/27/17 Executive Committee Meeting was made by Mr. Martinez and seconded by Mr. Hendricks. The motion was passed.*

Board Member Updates: Mr. Snyder introduced Leslie Bradley from Silver Star Brands (replacing Craig Christianson with a term running until June 30, 2020) and Russ Haase from Aurora Health Care (replacing Linda Mingus with a term running until June 30, 2019). He announced the resignation of Mike Vander Zanden from Ameriquip and indicated that Kim McKeen from The Farm & Home Store would be taking his place (with a term running until June 30, 2018). He also announced that Patty Milka from the Fox Cities Chamber of Commerce would be joining our board on July 1 (with a three year term expiring in 2020).

DOL Audit Update: Mr. Stelter updated the group on the DOL Audit resolution and Memorandum of Understanding (MOU) that was executed between the Wisconsin Department of Workforce Development and FVWDB.

COMMITTEE REPORTS:

Finance Committee Report:

Review and Acceptance of the Preliminary PY17 Budget (Action Item): Mr. Beregszazi summarized the Preliminary PY17 Budget. The final PY17 Budget will be brought to the Executive Committee when the definitive numbers are provided by the State. The group asked questions and discussed.

A motion to accept the preliminary PY17 Budget made by Mr. Beregszazi and seconded by Mr. Nitz. The motion was passed.

Board Insurance Review (Action Item): Mr. Beregszazi shared with the group a handout which summarized the pricing for the 7/1/17 insurance renewal as provided by Willis Towers Watson. The group had some questions and discussed.

A motion was made by Mr. Beregszazi and seconded by Mr. Westphal to enter into contract with Willis Towers Watson for our 2017-2018 insurance renewal, at the increased amounts recommended in the 2017 Insurance Summary and supportive documents. The motion was passed.

Line of Credit Renewal (Action Item): The Board's line of credit with BMO Harris in the amount of \$50,000 expires in June, 2017. The Finance Committee is requesting approval to renew it for another year. The group discussed.

A motion was made by Mr. Beregszazi to authorize staff to seek a line of credit renewal (secured or unsecured) in the amount of \$50,000, and seconded by Ms. Hall. The motion was passed.

Merging of HR/Personnel Committee into the Finance Committee (Action Item): The Finance Committee is recommending that the HR/Personnel Committee be merged with the Finance Committee beginning on 7/1/17. It's anticipated that the merger will promote richer discussion due to the interconnected subject area that are covered by both groups. The Board's By-Laws will be updated to implement this merger. The group discussed.

A motion was made by Mr. Hendricks and seconded by Ms. Warga to merge the Finance Committee and the HR/Personnel Committee into the Finance & Personnel Committee, and to update the By-Laws accordingly. The motion was passed.

Acceptance of the Finance Committee Report (Action Item): Mr. Beregszazi provided a report of additional Finance Committee business as outlined in the May 8, 2017, draft meeting minutes.

A Motion to accept the Finance Committee Report by Mr. Walker and second by Ms. Hall. The motion was passed.

One-Stop Committee Report:

Approval of One-Stop Operator Provider Recommendation (Action Item): The Board received one proposal for a One-Stop Operator to support the Workforce Development comprehensive One Stop (Job) Centers in Calumet, Fond du Lac, Green Lake, Waupaca, Waushara, and Winnebago Counties. The group asked questions and discussed.

A Motion was made by Ms. Winn to award the One-Stop Operator contract to the Fox Valley WDA4 One-Stop Operator Management Consortium, and seconded by Mr. Westphal. Ms. Warga abstained. The motion was passed.

Acceptance of the One-Stop Committee Report (Action Item): Ms. Winn provided a report of additional One-Stop Committee business as outlined in the May 2, 2017, draft meeting minutes.

A Motion to accept the One-Stop Committee Report by Mr. Beregszazi and seconded by Ms. Warga. The motion was passed.

Youth Council Report:

Approval of Youth Services Provider PY17 in Waupaca and Waushara Counties (Action item): The Board has received one proposal for In-School and Out-of-School Youth Services in Waupaca and Waushara Counties. The group asked questions and discussed.

A Motion was made by Mr. Westphal and seconded by Mr. Beregszazi that the Board award the In-School (ISY) and Out-of-School (OSY) Services Contract in Waupaca and Waushara Counties to LETC. The motion was passed.

Merging of Youth Council into One-Stop Committee (Action Item): The Council is recommending that the Youth Council be disbanded and merged into the One-stop Committee beginning on July 1, 2017. The Youth Council is no longer required under WIOA and it's anticipated that the merger will promote richer discussion due to the interconnected subject areas that are covered by both groups. Some members of the Youth Council will be asked to move to the One-Stop Committee. The group discussed and asked questions.

A Motion was made by Mr. Westphal and seconded by Mr. Nitz to merge the Youth Council into the One-Stop Committee and to update the By-Laws accordingly. The motion was passed.

Approval of the Youth Council Report (Action Item): Mr. Snyder provided a report of the Youth Council to the group as outlined in the May 11, 2017, draft meeting minutes. One additional item included was the Youth Council's recommendation to expand services to In-School Youth to all counties of the FVWDB. The Board has the funds to meet students' supportive needs that the schools currently cannot provide due to budgetary reasons. The group discussed and agreed to Include In-School Youth (ISY) for all counties with the understanding that no more than 25% of the Youth Budget may be used for ISY.

A Motion was made by Mr. Walker and seconded by Mr. Hendricks to accept the Youth Council Report and approve the inclusion of In-School Youth for all FVWDB counties effective May 19, 2017. The motion was passed.

OTHER BUSINESS:

Ad Hoc Nominating Committee: Mr. Walker reported that two individuals have agreed to serve in the roles of Chair and Treasurer for a term of office running 7/1/17 until 6/30/18. They are: For Chair - Aimee Hostettler (Fives Giddings & Lewis) and For Treasurer -Tony Beregszazi (ADVOCAP). Jason Hendricks (J.F. Ahern) then

volunteered to serve as Vice-Chair. Working with staff, the committee will continue to seek out candidates interested in the role of Secretary.

A Motion was made by Ms. Warga and seconded by Mr. Westphal to accept the report of the Nominating Committee and accept the three uncontested candidates for office by acclimation. The motion was passed.

Review of Joint Agreement (BODs and CEOs) (Action Item): Mr. Snyder explained that the Board and CEOs are required to review and accept the Joint Agreement on an annual basis.

CEO Approval: A Motion was made by Mr. Buechel and seconded by Mr. Harris to approve the Joint Agreement. The motion was passed.

BOD Approval: A Motion was made by Mr. Nitz and seconded by Mr. Walker to approve the Joint Agreement. The motion was passed.

Review of Consortium Agreement (CEOs Only) (Action Item):

A Motion was made by Mr. Reabe and seconded by Ms. Kalata to approve the Consortium Agreement. The motion was passed.

Review of By-Laws (BODs Only) (Action Item): The By-Laws need to be rewritten to reflect Committee changes approved today and other updates. In accordance with said By-Laws, any proposed amendment must be submitted in writing to all Directors at least ten (10) days in advance of such meeting. For this reason, Mr. Snyder recommended that the Board accept the By-Laws as they are today with the understanding that the rewrite will be led by an Ad-Hoc Committee.

A Motion was made by Mr. Westphal and seconded by Mr. Hendricks to adopt these By-Laws as written with the understanding that a re-write led by an Ad Hoc Special Committee will be appointed by the Chair prior to the next Board Meeting. The motion was passed.

The Next Joint Board of Director and Chief Elected Official meeting is: Thursday, August 17, 2017, at Fives Giddings & Lewis in Fond du Lac.

Adjournment: The meeting was adjourned at 3:51 pm.

Minutes approved on 8/17/2017.