



MINUTES

Joint FVWDB Board of Directors & Chief Elected Officials Meeting

Tuesday, June 26, at 1:30 PM

James P. Coughlin Center, 625 County Rd Y,
Oshkosh, WI

Board Members Present: Patti Andresen-Shew, Tony Beregszazi, Laura Biehn, Brad Grant, Amy Groshek, Russ Haase, Jason Hendricks, Aimee Hostettler, Brian Kaminske, Trevor Martin, Jose Martinez, Patty Milka, Bob Pedersen, Robert Sivick, Dave Thiel, Dale Walker, Debbie Warga, Craig Wehner, Mark Westphal and Margaret Winn.

Chief Elected Officials Present: Alice Connors, Donna Kalata, Mark Harris and Harley Reabe

Board Members Excused: Joe Gonyo, Ron Grahn, Joann Hall, Carol Karls, Amanda Kopetsky, Jodie Larsen, Larry Lautenschlager and Jim Nitz.

Chief Elected Officials Excused: Al Buechel and Joe McClone

Others Present: Sandra Hiebert - DWD, Josh Kilgas – United Way, Carrie Korth – FVWDB, Katie Mach – FVWDB and Anthony Snyder - FVWDB

Meeting Call to Order: Chair, Aimee Hostettler, called the Board meeting to order at 1:36. Chair, Donna Kalata, called the Chief Elected Officer (CEO) meeting to order at 1:38 PM. Roll call was taken for Board and CEO members. Introductions of guests.

Approval of Agenda (Action Item):

Ms. Hostettler introduced Board agenda. **Motion by Mr. Martinez and seconded by Mr. Westphal to approve the agenda; motion carried.**

Ms. Kalata introduced CEO Consortium agenda. **Motion by Ms. Connors and seconded by Mr. Harris to approve the agenda; motion carried.**

Approval of Minutes from 6/7/18 Executive Committee Meeting (BODs only) (Action Item):

Motion made by Mr. Martinez to approve minutes from the 6/7/18 Executive Committee Meeting, seconded by Mr. Grant. Motion carried.

Approval of Minutes from 12/11/17 Chief Elected Officials Meeting (CEOs only) (Action Item):

Motion made by Mr. Reabe to approve the minutes from the 12/11/17 Chief Elected Officials meeting, seconded by Ms. Connors. Motion carried.

STANDING COMMITTEE REPORTS:

Finance & Personnel Committee Report:

- a) **Status of Transition to Wipfli, LLC for Accounting Services:** Mr. Beregszazi provided a brief summary of transition to Wipfli to manage the Board's accounting functions of 7/1/18.

- b) **Adoption of Preliminary PY18 Budget (*Action Item*):** Mr. Beregszazi presented a preliminary PY18 budget, recommended by the Finance & Personnel Committee, based on a 14% reduction. An updated budget will be presented once the Board has the official WIOA allocations for PY18 and has finalized carry-in from previous year. **Mr. Haase made the motion that the Board of Directors approve the preliminary budget as presented and seconded by Mr. Martinez. Motion carried. Mr. Harris made the motion that the Chief Elected Officials Consortium approve the preliminary budget, seconded by Mr. Reabe. Motion carried.**
- c) **Adoption of New Board Cost/Class Allocation Plan and Chart of Accounts (*Action Item*):** Mr. Beregszazi explained the new chart of accounts that will provide the ability to create additional financial reports, with better detail of expenses and revenue sources. **Mr. Westphal made a motion to accept the new cost and class allocations, new chart of accounts and new itemized corporate accounts as presented; Mr. Hendricks seconded. Motion carried.**
- d) **Adoption of Board Leverage Policy (*Action Item*):** Mr. Beregszazi presented the new Leverage Policy, outlining allowable in kind and cash match descriptions. **A motion to accept the new Leverage Policy was made by Mr. Grant, seconded by Ms. Biehn. Motion carried.**
- e) **Approval of the Finance Committee Report (*Action Item*):** A motion to accept the overall Finance & Personnel Committee Report was made by Mr. Martinez and seconded by Ms. Warga. **Motion carried.**

One-Stop Committee Report:

- a) **Status of Transition to LETC as Subrecipient:** Ms. Andresen-Shew thanked both ADVOCAP and LETC for their efforts in the PY17 year and extended appreciation to both subrecipients for all they were doing to create a seamless transition for our customers with LETC as the single subrecipient as of 7/1/18.
- b) **Discussion of Training Expenditure Goals for Adults and Dislocated Workers:** Ms. Andresen-Shew led the Board in a discussion about Board training expenditures, which DWD recommends be 35% of the WIOA Adult and Dislocated Worker allocations. The Board was in favor of increasing training expenditures each year in order to move closer to the recommended percentage.
- c) **Approval to Award One-Stop Operator Contract (*Action Item*):** Ms. Andresen-Shew informed the board members that the PY17 One Stop Operator was through a consortium of DWD-Job Service, DWD – Department of Vocational Rehabilitation, DWD – Office of Veteran Services, and LETC. The same consortium submitted a proposal to serve as WDA4 One-Stop Operator in PY18 and PY19 and the One Stop Committee was recommending the contract be granted. All contract funds will go toward job center improvements. **A motion was made by Mr. Martinez and seconded by Mr. Thiel to award One Stop Operator contract to the Fox Valley WDA4 One-Stop Operator Management Consortium) made up four agencies: LETC, DWD-Job Service, DWD-Office of Division of Vocational Rehabilitation and DWD-Office of Veterans Services. Ms. Warga and Mr. Wehner abstained. Motion carried. Mr. Harris made a motion that the CEO Consortium also accept the Fox Valley WDA4 One Stop Operator Consortium as the One Stop Operator for PY18, seconded by Mr. Reabe. Motion carried.**
- d) **Adoption of Updated Training and Support Policies to Include an “Exception” (*Action Item*):** Ms. Andresen-Shew advised that the One Stop Committee had approved updates to the Board’s Training and Support policies to add an “exception” to both. **A motion was made by Mr. Westphal to accept the new training and support policies and seconded by Mr. Martin. Motion carried.**

- e) **Adoption of an “Exit” Policy to Align with DWD Processes (*Action Item*):** Ms. Andresen-Shew informed the Board that an exit policy was recommended by the One Stop Committee to align with DWD processes for exiting WIOA clients. **A motion to approve the new Exit Policy was made by Mr. Westphal, seconded by Ms. Milka. Motion carried.**

- f) **Adoption of Incumbent Worker Policy (*Action Item*):** Ms. Andresen-Shew presented the board with a new Incumbent Worker Policy as recommended by the One Stop Committee. **A motion to amend the policy to add the possibility of an employer consortium was made by Mr. Beregszazi and seconded by Mr. Thiel. A motion to accept the updated Incumbent Worker Policy was made by Mr. Westphal and seconded by Mr. Martin. Motion carried.**

- g) **Approval of One-Stop Committee Report (*Action Item*):** Ms. Andresen-Shew presented her full report, which included a copy of the WIOA Goals for PY18 and PY19. **A motion to accept the One-Stop Committee Report, including WIOA goals for PY18 and PY19 was made by Mr. Beregszazi and seconded by Mr. Westphal. Motion carried.**

OTHER BUSINESS:

Chief Executive Officer’s Report – including Acceptance of DWD Monitoring Report and Adoption of Updated WIOA Plan (*Action Item*): Mr. Snyder outlined the accomplishments during the 2017 program year. Members were provided a list of the findings, areas of concern and positive practices from DWD Monitoring in April. Mr. Snyder also advised that the Board’s WIOA plan was updated with refreshed labor marketing information. **A motion for the Board to accept the Chief Executive Officer’s Report, including the DWD Monitoring Report and the updated WIOA Plan, was made by Mr. Westphal, seconded by Ms. Groshek. Motion Carried. A motion for the County Consortium to accept the Chief Executive Officer Report, including the DWD Monitoring Report and the Updated WIOA Plan, was made by Ms. Connors, seconded by Mr. Harris. Motion carried.**

Report from the Ad Hoc Nomination Committee – Election of Officers (*Action Item*): Mr. Walker presented the report of the Board’s Nomination Committee for all officers to continue in their current roles from 7/1/18 – 6/30/19: Aimee Hostetler – Chair of the Board, Jason Hendricks – Vice Chair, Brian Kaminske – Secretary and Tony Beregszazi – Treasurer. Ms. Hostetler opened the floor for other nominations. No other nominees were presented. **Mr. Martinez motioned to close nominations and accept the officers nominated for an additional term by a vote of acclamation, seconded by Mr. Thiel. Motion carried.**

Review of Joint Agreement (BODs and CEOs) (*Action Item*): Ms. Hostettler presented the joint agreement for the Board of Directors and Chief Elected Officers. **A motion for the Board to accept and adopt the Joint Agreement was made by Mr. Sivick and seconded by Mr. Martinez. Motion carried. A motion for the County Consortium to accept and adopt the Joint Agreement was made by Mr. Reabe and seconded by Mr. Harris. Motion carried.**

Review of Consortium Agreement (CEOs Only) (*Action Item*): Mr. Reabe indicated there was some wording and address changes to be made. Also, he noted that the document required a 15 day review period before consideration. Mr. Snyder will have the document corrected and presented to the Chief Elected Officers, at which time the 15 day waiting period will begin. **Mr. Reabe made a motion to return the document to staff for revisions, seconded by Mr. Harris. Motion carried.**

Future Meetings:

The next meeting consisting of a **Strategic Planning Session** will be held on Thursday, July 12, 2018, at the UW Oshkosh Alumni Center, 625 Pearl Ave., Oshkosh, WI.

The next **Board of Directors Meeting** will be held on Thursday, August 9, 2018, at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI.

The next **One Stop Committee Meeting** will be held on Tuesday, August 21, 2018, at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI.

The next **Finance and Personnel Committee Meeting** will be held on Tuesday, August 28, 2018, at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI.

Adjournment: The meeting was adjourned at 3:38 pm.