

Fox Valley Workforce Development Board, Inc.
Joint Meeting of the Local Elected Officials and the
Executive Committee
Meeting Minutes-Public
March 7, 2012

Local Elected Officials Present: Mr. Barribeau, Mr. Buechel, Mr. Weiss, Mr. Harris, Mr. Priske, Mr. Nelson

Local Elected Officials Absent: Mr. Koeppen

FVWDB Executive Committee Members Present: Mr. Grant, Mr. Martinez, Ms. Roettger, Mr. Thiel, Mr. Dissing

Members Absent: Mr. Kleman, Mr. Schultz

Others Present: Mr. Hesse, Mr. Malinowski, Ms. Jusic, Mr. Moser, Mike Marx (Fond du Lac Co. HR), David Richter (Green Lake Co.), Jack Meyers (Green Lake Co.), Michael King (Post Crescent)

Mr. Barribeau called the Local Elected Officials meeting to order at 9:01 a.m.

Mr. Grant called the Executive Committee meeting to order at 9:01 a.m.

Introductions were made.

Approval of minutes

Mr. Weiss made a motion to approve the FVWDB LEO and Executive Committee Joint meeting minutes from January 25, 2012. Mr. Priske second. There was no discussion and the minutes were approved.

Mr. Martinez made a motion to approve the FVWDB LEO and Executive Committee Joint meeting minutes from January 25, 2012. Mr. Thiel second. There was no discussion and the minutes were approved.

Appointment of Ad-hoc Hiring Committee (Action Item)

Mr. Barribeau explained that as the Consortium Agreement signed in 2000 is still in effect, the Ad-Hoc Hiring Committee must be comprised of three LEOs and three FVWDB Board members. Mr. Barribeau nominated himself and Mr. Harris to serve on the Ad-hoc Hiring Committee, and Mr. Buechel as chair.

Mr. Priske made motion to approve the LEO Ad-hoc Hiring Committee appointments. Mr. Weiss second. There was no discussion and the appointments were approved unanimously.

Mr. Grant nominated himself and Mr. Martinez for the Ad-Hoc Hiring Committee. One more FVWDB Board member will be asked to volunteer for the committee.

Mr. Martinez made a motion to approve the FVWDB Ad-hoc Hiring Committee appointments. Ms. Roettger second. There was no discussion and the appointments were approved unanimously.

Review of CEO Job Description

Mr. Buechel did research on similar position job descriptions and distributed documents showing several job description examples. Discussion ensued about clarifying items in the description and ensuring that it is specific as to travel time, compliance with DOL regulations, and ensuring the applicant is bondable. Mr. Grant and Mr. Martinez, and several other members submitted changes to be incorporated into the draft FVWDB CEO job description for review by the Ad-hoc Hiring Committee.

Revised PY11 Budget (Action Item)

Mr. Hesse discussed the distributed budget document, and that there were several positive changes to funding. A recent Continuing Resolution passed by the Congress stated that States are to retain 5% instead of the usual 15% of WIA funding, and send the remaining 10% to local boards, which will soon be received by FVWDB. The National Emergency Grant and Special Response Grant were increased through modifications. Two additional grants were awarded to FVWDB, the Disability Coordinator Grant and the Healthcare H1B grant. Mr. Hesse emphasized that the budget is a living document it changes as new information is received. Mr. Malinowski explained the list of abbreviations distributed. He explained that some previous sections of the budget were combined for ease of understanding. He also explained that FVWDB operates on a Program Year starting July 1 to June 30; however the Youth and Administrative funds start in April. Mr. Hesse added that FVWDB partners with Southwest Wisconsin WDB on the POWER program, and with Bay Area WDB on SAGE. An annual report was discussed; Mr. Hesse will look into this matter. Mr. Malinowski clarified that the final balance remaining contains a lot of restricted funding depending on its intended use. Mr. Harris asked if unexpended grant funds go back to the source. Mr. Hesse confirmed that it is a possibility with certain funds such as the Special Response Grant. Mr. Malinowski made a comment on County payments made to FVWDB for Resource Room. Invoice was recently sent to Green Lake; Mr. Dissing said he was aware and the invoice is in the process of being paid. Mr. Hesse asked Mr. Harris about the 2nd installment of the Winnebago County payment for

Resource Room, and Mr. Harris replied that the allocation is in the budget so separate approval is not needed, but he is unsure of the current status of the payment.

Mr. Priske asked when DWD will monitor FVWDB. Mr. Hesse replied that DWD monitoring is scheduled for March 26. Mr. Friedl added that FVWDB has made significant progress in resolving the findings in the DOL Monitoring Report. He distributed a document from DWD that shows each finding and questioned cost in the DOL report and its current status with DWD. Most of the remaining questioned costs pertain to building usage charges which are still in negotiation and will likely decrease further. The option of selling and leasing the current building is being discussed with DOL and DWD. Mr. Hesse added that FVWDB is still in negotiations with McMahan regarding purchase and lease of the building. He added that DWD was involved in FVWDB's purchase of the building from the beginning of the process. Mr. Friedl said that once a final determination is made by DOL, stand in costs will be utilized to address any disallowed costs. He also added that FVWDB PY10 fiscal audit has been finalized and submitted to DWD.

Mr. Buechel made a motion to approve the Revised PY11 Budget. Mr. Harris second. There was no discussion and the budget was approved unanimously.

Mr. Martinez made a motion to approve the Revised PY11 Budget. Mr. Thiel second. There was no discussion and the budget as approved unanimously.

Outagamie County Communication

Mr. Nelson explained that Outagamie County is evaluating whether to leave the Fox Valley Workforce Development Consortium and join a different area. He also clarified that the communication from the Outagamie Co. Corporation Counsel is asking for any potential liability the county may have with FVWDB, not just including the scope of the DOL monitoring. The Outagamie County Board met on February 14th and 28th, and will meet on the 13th of March to deliberate separating from the Consortium. Mr. Friedl added that it is reasonable to say that FVWDB will likely have no hard cash liability as a result of the DOL monitoring, and will look into any potential other liability for Outagamie. Mr. Hesse explained that the implications of Outagamie separating would be most to those being served at the Fox Cities. Mr. Harris asked that in the case Outagamie does separate, would FVWDB lose revenues that are supporting current operations. Mr. Hesse confirmed this may be the case, but it is the hope of FVWDB that Outagamie will remain in the consortium. If there is a separation, FVWDB hopes it is at the end of the Program Year.

Board Membership

Mr. Hesse clarified that LEOs have the responsibility to appoint Board members. FVWDB is required to have 51% private sector Board membership. Under the new Joint agreement that was drafted, a Board member is no longer on the board when his term expires, until reappointed. Mr. Harris emphasized there is need for counties to make appointments before the new agreement is approved to ensure full Board membership. LEOs will be notified of any vacancies and the qualifications required of Board members.

Day at the Capitol

Mr. Hesse recently had meetings in Madison with Legislators to update them on current issues in workforce development and our local area. He discussed the Wisconsin Wins bill proposing a pilot program where UI recipients volunteer for a business and receive a stipend, remain on UI, but the employer would be responsible for their Worker's Compensation. Participants would learn new skills and be better positioned to find employment.

New Grants

Mr. Hesse gave a brief explanation of the H1B Healthcare On the Job Training grant. It will fund training of individuals for healthcare profession shortage areas. The news release that was distributed includes more information about specific positions eligible. The Disability Employment Initiative (DEI) grant recently awarded is similar to Disability Navigator that FVWDB has had in the past, and Alex Annoye will be the Disability Coordinator.

Mr. Barribeau updated that Mr. Priske and Mr. Weiss will be leaving their positions as Local Elected Officials. Mr. Priske and Mr. Weiss thanked the FVWDB staff, LEOs and Executive Committee for their work and partnership.

Adjournment

Mr. Martinez made a motion to adjourn the Executive Committee meeting. Mr. Thiel second. There was no discussion and the meeting adjourned at 10:51.

Mr. Harris made a motion to adjourn the Local Elected Officials meeting. Mr. Priske second. There was no discussion and the meeting adjourned at 10:51.

**Respectfully submitted,
Al Hesse**