

**Fox Valley Workforce Development Board Local Elected Officials and
Executive Committee Meeting minutes
Wednesday, February 27, 2013 at 8:30 AM**

Executive Board members present: Ms. Mingus, Mr. Martinez, Mr. Grant (phone), Mr. Dissing, Mr. Thiel

Local Elected Officials present: Mr. Meyers, Mr. Buechel, Ms. Kalata, Mr. Koeppen, Mr. Harris (phone), Mr. Barribeau (phone)

Others Present: Mr. Stelter, Mr. Hesse, Ms. Reinke

1. Call to Order

Executive Committee meeting was called to order by Ms. Mingus at 8:35 a.m.

LEO meeting was called to order by Mr. Buechel at 8:35 a.m.

2. Roll Call

A roll call was taken.

3. Approval of Minutes – (Action Item):

a. Joint LEO / Executive Committee meeting minutes from 2012-3-12 (Action Item) –

Motion to approve LEO minutes first by Ms. Kalata and second by Mr. Meyers. All were in favor. Motion passed unanimously. Motion to approve the Executive Committee meeting minutes first by Mr. Martinez. Second by Mr. Dissing. Mr. Hesse read the closed session meeting minutes. All were in favor. Discussion to move Mr. Dissing from LEO to the Executive Board under members present. Motion passed unanimously as amended.

b. LEO 2012-05-30 (Action item)

Meeting minutes from the May 30, 2012 meeting were approved. First by Mr. Meyers and second by Mr. Koeppen. All were in favor and motion passed unanimously.

c. Executive Committee 2012-05-11 (Action Item)

Motion to approve the Executive Committee meeting minutes from May 11, 2012 first by Mr. Martinez and second by Mr. Dissing. All were in favor. Motion passed unanimously.

7. Approval of Joint Agreement by LEOs (Action Item)

Motion to approve the Joint Agreement by LEOs first by Mr. Meyers. Second by Mr. Koeppen. All were in favor. (this agenda item was moved from #7 up in the Agenda to ensure it was held in 'quorum' should anyone leave the meeting due to weather).

4. Move to Closed Session as per State Statute 19.85 (1)(i) for Development of Response to Financial Matter (Action Item)

Motion to move to Closed Session by the LEOs first by Ms. Kalata. Second by Mr. Koeppen.

Motion to move to Closed Session by the Executive Board first by Mr. Dissing. Second by Mr. Thiel.

Roll call was taken. Unanimously agreed.

5. Return to Open Session as per State Statute 19.85(1)(i) for Development of Response to Financial Matter (Action Item)

Motion to move to Open Session as per State Statute 19.85(1)(i) for Development of Response to Financial Matter first by LEO Ms. Kalata. Second by Mr. Koeppen. Motion was unanimous.

Motion to move to Open Session as per State Statute 19.85(1)(i) for Development of Response to Financial Matter first by Executive Committee member Mr. Martinez. Second by Mr. Thiel. All were in favor and moved to Open Session.

6. Approval of Actions Discussed in Closed Session (Action Item)

There were no Action Items voted on in Closed Session.

9. Abbreviated Financial Update

Mr. Stelter spoke on what was presented to the full Board at the February 21, 2013 meeting including the filing of the Federal tax return by our CPA and the handling of the depreciation on the building and the small amount of stock held as investments. While these have no impact on our current taxes, the recommended handling will be beneficial when these assets are sold.

Mr. Stelter also described the planned start of budgeting process, but with sequestration on the horizon, there is much uncertainty. He estimates that due to some carry-in dollars from last year and good performance compared to budget this year, that the impact of sequestration could be managed in the short run, but long term, it will impact operations.

10. Board of Directors Appointment Review / CLEO Validation (Action Item)

LEOs were given an updated status matrix for all board members. Mr. Harris confirmed four individuals were approved by the county board on February 26, 2013. Mr. Barribeau confirmed that Mr. Grant and Ms. Hope are both duly appointed by his county; awaiting final paperwork. The verbal updates confirmed that all FVWDB members have been formally appointed by their respective county LEO. Without objection, as the Chief LEO, Allen Buechel confirmed that the board membership is currently appointed.

LEOs moved to adjourn the LEO meeting –

Motion first by Mr. Koeppen. Second by Mr. Meyers. LEO meeting adjourned at 10:00 AM

8. Executive Committee to authorize Ad-Hoc committees (Action Item)

Mr. Stelter spoke on how the Exec Board must approve Ad-Hoc committees. Actions are being taken to poll the current Board to find out the areas of expertise and interests to more closely align and use our Board members to their fullest extent. Three ad-hoc committees being proposed are Personnel Committee, Policy Committee and Finance Committee per DWD.

Motion to begin establishment of these three committees. First by Mr. Thiel. Second Mr. Martinez.

Motion passed unanimously.

There was a comment brought up to have a listing of current committees, who is serving on them and to explain the purpose of each. Mr. Dissing discussed having one Executive Board member to be on each of the new committees.

Mr. Thiel commented on the relevancy of continuing the Economic Development Committee. He believes the 'connection' between Economic Development and Workforce Development is important. He questioned the need for the committee given dwindling resources and concern expressed by Mr. Harris. Mr. Stelter agreed to include in the recommendations to the full board at the May meeting.

11. Adjourn

Motion to adjourn meeting first by Mr. Thiel. Second by Mr. Dissing. Motion carried. Meeting adjourned at 10:16 a.m.

Respectfully Submitted

Paul A. Stelter