



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## **Fox Valley Workforce Development Board**

### **Joint LEO / Board of Director Meeting Minutes**

Thursday, May 21, 2015

**Board Members Present:** Ms. Behringer, Mr. Christensen, Ms. Cronmiller, Mr. Grant, Ms. Hall, Ms. Holmes, Ms. Karls, Mr. Martin, Mr. Martinez, Ms. Mingus, Mr. Stelter, Mr. Wehner, Mr. Westphal, Ms. Winn.

**Members Excused:** Mr. Beregszazi, Ms. Larsen, Mr. Lautenschlager, Mr. Pedersen, Ms. Reese, Mr. Theil, Mr. Vander Zanden, Ms. Wendt

**Members Absent:** Ms. Biehn, Mr. Leonard, Ms. Lick, Mr. Tusa, Mr. Walker

**Others Present:** Ms. Haczkievicz, FVWDB, Mr. Hesse, FVWDB, Ms. Lemieux, FVWDB, Ms. Miller, FVWDB, Ms. Reinke, FVWDB and Mr. Stelter, FVWDB.

**Pledge of Allegiance:** Chief LEO, Mr. Meyer, led the group in reciting the pledge of allegiance

**Call to Order:** Board Meeting was called to order at 2:06 P.M. by Chair, Ms. Winn

LEO Meeting called to order at 2:07 P.M. by Mr. Meyer.

**Approval of Minutes:** *Motion to approve minutes for LEO Meeting but because quorum requirements were not satisfied for BOD, the Board meeting proceeded as an information session only.*

**Introductions:** Introductions were made. Two new Board Members were introduced; Trevor Martin and JoAnne Hall.

**CEO Report:** Mr. Stelter updated the Board with a presentation outlining PY 14 and looking forward to PY15. Presentation reviewed

- 1) WIOA is a key part of our future as we prepare for its implementation on July 1
- 2) The Plexus "Fast Forward" Grant is complete. 70 people have been trained and 61 were hired.
- 3) FVWDB has been receiving positive press on an ongoing basis for the "Fast Forward" grant and recent Oshkosh Job Fair.

- 4) The final determination from the DOL puts the total un-allowed costs at \$102,645. The State of Wisconsin is appealing the determination, asserting that it should be reduced to 0.
- 5) Connect employers with job seekers.
  - a. FVWBD has sponsored or co-sponsored 3 job fairs
    - i. 178 businesses and 1110 job seekers
  - b. Onsite recruitment events at job centers
    - i. 528 events and 3620 job seekers
    - ii. 376 individuals placed from FVWDB programs
- 6) Be an accountable steward of our Financial Resources
  - a. Successfully completed all audits and fiscal monitoring with no findings
  - b. Passed all program performance standards
- 7) Utilize an Effective Business Intelligence system
  - a. 140+ users on "SalesForce Chatter"
  - b. Develop Internal Performance Dashboard
  - c. Provide input to state to enhance better real-time data
- 8) Workforce Partnerships
  - a. Amplify Oshkosh
  - b. Ignite!
  - c. IT Alliance
  - d. CNC/Welding training partnerships
  - e. Fox Valley Health Care Alliance
  - f. NEWMA
  - g. ORDIDI
  - h. State Health Care Alliance Summit
- 9) Recognized as an Effective System
  - a. Earned Post Crescent Media 2015 "Partnership Award"
- 10) Update our Strategic Plan
  - a. Leverage anticipated features of WIOA to better serve area employers and job seekers
  - b. Develop and pilot work experience initiatives for Youth and Adult programs
  - c. Expand OJT's
  - d. Build upon our Fast Forward experience, work with our partners to assist area employers meet their training needs
  - e. Continue the engagement and development of our Board of Directors

**Approval of Minutes from 11/20/14 Board Meeting:**

**Committee Reports:**

**a) Finance Committee**

Mr. Martinez reviewed the analysis of audit firms and the recommended to approve Wegner and Associates as the audit firm for the next 3 years. Mr. Martinez also described the review of the uniform guidelines compliant financial policies, with a recommendation that they

should be approved by the board. He presented the budget as it had been presented by staff and reviewed by the finance committee and recommended for approval.

**Resolution:** To authorize an increase in the current line of credit from \$50,000 to \$100,000.

**Resolution:** To authorize pursuit of the HP06 grant from the Department of Health and Human Services in partnership with Northwest CEP and North Central Workforce Development Board.

Mr. Martinez described the work that staff had done to develop an acceptable method of allocating indirect cost including the recently completed time studies. Other highlights of the PY15 budget include an addition of funding for a pilot program for Youth program work experiences including training in computer skills.

The PY15 preview is essentially an extension of PY14. Started with an initial plan to RFP services; however, with the uncertainty of new WIOA regulations, decided to extend our current contracts. Another item of interest in PY14 our cost allocation plan for indirect cost transition to a number of participants served time study-model which has led to a more accurate number.

Looking ahead to PY15 – we have learned that the WIOA implementation will take place over two years. Also of note, \$100,000 was added in the Adult program for the PY15 budget, approximately \$25,000- \$20,000 for a work experience pilot with ADVOCAP. If this program is successful, our intent is to RFP for the next phase of programs. An additional \$150,000 in youth formal classwork was added to provide basic computer skills, provide a Business & Ethics class, as well as a Financial Literacy class. We are also providing boot camps for entry level manufacturing positions. It is also our intent is to explore youth work experience programs. If successful, this will turn into a regular curriculum.

Mr. Hesse noted that we had received PY15 allocations which were down \$296K from PY14. Motion to approve by LEO's to approve PY15 contingent upon Executive Committee approval at a later date.

#### **b) One Stop Committee**

Ms. Lemieux stated that the 'sign in' process at the job centers was being streamlined and will be up and running soon. "sign in" will now be electronic via tablet or laptop and will help track attendance and streamline date recording.

#### **Other Business:**

**Election of Officers:** Without quorum, the election could not be held. Mr. Stelter suggested that since all officers were up for re-election that they continue in their respective roles until the next meeting in which an election is held.

**DOL Update:** Mr. Stelter reported that Nancy Eilks, Auditor of the State of Wisconsin, retired in the beginning of May. Prior to her retirement, he traveled to Madison to meet with her replacement Annette Meudt, as well as David Arb. The final determination from the Department of Labor is \$102,000. When that final determination was made it started the clock ticking and we had 6 months to resolve the issue. The State of Wisconsin has appealed that final determination and stopped the clock while the Department of Labor considers that appeal. Mr. Stelter gave a brief update of the training that has occurred with the staff to implement the Uniform Guidelines compliance policy and procedures.

**UG Policy Compliance Update:**

**WIOA Update:** Mr. Stelter commented that the WIOA that he had planned was already covered in the PY14 Review/PY15 Preview.

**Conflict of Interest Form Reminder:** Ms. Reinke reminded the Board Members to complete their conflict of interest forms and return them and discuss the suggestion to move the November Board meeting up one week to avoid conflict with the start of the deer hunting season. It was agreed upon to do so.

**Adjournment to LEO Meeting:** Motion to adjourn the meeting first by Mr. Harris and second by Mr. Koeppen. All were in favor – meeting adjourned at 3:23 p.m.

**Adjournment to Joint LEO/Board Meeting:** *Motion to adjourn the LEO meeting first by Mr. Harris and second by Mr. Keoppen. All were in favor – meeting adjourned at 3:23 p.m.*

*Ms. Winn adjourned the Board Meeting at 3:24 P.M.*

*All were in favor and meeting adjourned.*

**Next Board meeting is: August 20, 2015, 2:00 p.m. Coughlin Center, Oshkosh.**

**Meeting Minutes were Reviewed and Approved on \_\_ Day Of \_\_\_\_\_, 2015.**

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**Margaret Winn, Board Chair**

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**Deb Behringer, Board Secretary**

