

**Fox Valley Workforce Development Board  
Local Elected Officials  
November 16, 2011  
Approved Meeting Minutes - Public**

**LEOs Present:** Mr. Barribeau, Mr. Weiss, Mr. Harris, Mr. Priske, Mr. Koeppen,

**LEOs absent:** Mr. Nelson, Mr. Buechel

**Others Present:** Ms. Welch, Mr. Moser, Ms. Jusic, Mr. Malinowski, Mr. Friedl

**Mr. Barribeau called the meeting to order at 1:02 p.m.**

**Approval of minutes from October 17, 2011**

*Mr. Priske made a motion to approve the minutes from October 17, 2011. Mr. Koeppen second. There was no discussion and the minutes were approved unanimously.*

**LEO Consortium Agreement and LEO-WDB Joint Agreement**

Mr. Moser relayed that his Corporate Counsel suggested either deleting the liability piece from both agreements, or further clarifying who the arbiter is and how liability is apportioned. The liability section does explain how the liability is apportioned, and the DOL is the arbiter of the liability, so this section will remain unchanged. Also, a suggestion was made to change the Ad Hoc Hiring committee referred to in the Joint agreement to an Ad Hoc Hiring/Oversight and to give it the authority to terminate the CEO on an at will basis. This matter was further discussed. There was also a question of how clear the process is of appointing FVWDB members. This would provide for indirect control over hiring and termination of the CEO.

The LEOs agreed on a change to section IV F in the Joint Agreement: "The Ad Hoc Hiring/Oversight committee shall have the authority to provide oversight, implement disciplinary measures, or terminate the CEO on an at will basis. Termination shall require a majority vote of the members of the Ad Hoc Hiring/Oversight Committee. Additional change to the LEO Consortium Agreement: Attachment A, section E, strike "and may serve until their successors are appointed."

Both agreements were further discussed. LEOs will also receive the Board member list and terms for each of them, specifically whose term is ended and the industry sector they should be from if appointing a new member. Board member information sheets that are on file will also be provided to the LEOs. The term pattern of board members was discussed, and it was decided that it will remain as it is. The group also agreed that both agreements should be added to the board member orientation packet.

*Mr. Weiss made a motion to approve the changes to the LEO Consortium and LEO-WDB Joint Agreements as outlined above, Mr. Harris second. There was no further discussion and the motion was approved unanimously. The updated agreements will be sent to LEOs.*

**Job Centers**

**Data**

Ms. Welch explained the distributed document that shows the services that were provided in the past five years in each of the job centers in the WDA. The LEOs discussed the documents and the services provided in each area. Ms. Welch will look into increasing the Green Lake county job center staffing, depending on the funding availability. Ms. Welch will also look into separating out services by zip codes to better identify services by county.

**Job Center Locations**

Ms. Welch updated that FVWDB is looking to move the Oshkosh Area WDC into the former Morton's Pharmacy building. FVWDB is talking with the rest of the partners to decide on the location.

Per the recommendation of Ms. Welch, the One-Stop Committee has made a request in the WIA Local Plan that the Oshkosh WDC be made a comprehensive center, and if the WDA can have three centers, Fond du Lac will remain a comprehensive center as well. If only two are allowed, Fond du Lac will not be a comprehensive center, but will offer the same services.

The Fox Cities WDC location is also being reviewed. A possible location would be in the building that is being considered for the new FVWDB Administrative Office. A location that would have space for a dislocated worker career center would be ideal. A technical college location is also a possibility.

#### **PY11 WIA Plan**

The Local WIA Plan was sent to DWD, is on the FVWDB website, and hard copies are available in all job centers. The public hearing was held on November 16, 2011, and there were no attendees.

#### **DWD and DOL Updates**

Mr. Priske added that it was helpful to receive the document that provides the status update on the DOL Monitoring, and the issues that are likely resolved when reviewing the DWD response to DOL. Ms. Welch explained that the building matter had to be accepted, and will be addressed with stand in costs. For the issues that are still in question, FVWDB will continue to negotiate resolutions. Ms. Welch explained that DOL has not yet made their final determination; however, it is likely that they will agree with DWD on the issues that the DWD has resolved with FVWDB. Ms. Welch also updated the LEOs on her conversation with the current DWD Secretary, and that she will have a meeting with the Chief LEO, the Chair of FVWDB, and the Secretary to discuss previous process of resolving of the DOL Monitoring.

#### **PY11 First Quarter Budget Expenditures**

Mr. Malinowski joined the meeting to explain the two reports that were distributed: Quarter 1 Comparative Statement of Operation and the Budget to Actual (as of September and October, 2011) and the comparison to show variances from the original budget. The LEOs agree the format is clear and very helpful. They will also receive the Balance Sheet in the future. These budget reports will be sent to all LEOs on a monthly basis by Mr. Malinowski.

Mr. Friedl joined the meeting to discuss the PY10 Audit that was recently completed. He explained the slight changes in the process of the audit. The auditors, Wegner, have done their sample of documents while on site completing their field work, which is different from what was done in the past where the sample was sent prior to field work. The scope of the audit was extended due to the DOL Monitoring. Mr. Friedl explained what would be in the draft report, and that it would include a possible finding for material weakness. This is due to a video conferencing related invoice that was recorded with assistance from the auditors. At the time of recording, the auditors were onsite and were consulted by Mr. Friedl on how to record this item. Wegner stated that this constitutes a material weakness in that the financial office cannot prepare financial statements accurately without consult with auditors. This item is a non-cash item. Additionally, a minor calculation error was made by the finance office that affected the depreciation amount of land improvements. Also, Wegner does have to identify that DOL has conducted a comprehensive review that resulted in findings for FVWDB, including a finding related to the excess rent charged for the use of building. Since a portion of the cost for the building usage is also for use in PY10, this may have to be disclosed in the final report. There may also be a footnote to disclose that there was a DOL audit, but no final determination has been made for any possible liability. The final report was expected at the end of the current week, but has been delayed.

#### **Announcements**

None.

#### **Adjournment**

*Mr. Koeppen made a motion to adjourn the meeting. Mr. Harris second. There was no discussion and the meeting adjourned at 2:50 p.m.*

**Respectfully submitted,**

**Cheryl A. Welch**