

**Fox Valley Workforce Development Board LEO meeting
meeting minutes - Tuesday, September 10, 2013**

LEOs present: Ms. Kalata, Mr. Meyers, Mr. Harris, Mr. Barribeau (via phone), Mr. Buechel (arrived at 10:25 a.m.)

Others present: Mr. Stelter, Ms. Reinke

Call to Order

Meeting was called to order at 10:00 a.m. by Mr. Meyers.

Approval of Minutes from 5/28/13 meeting (*Action Item*)

Motion to approve minutes from the May 28, 2013 meeting first by Mr. Harris. Second by Mr. Barribeau. All were in favor and motion carried.

Financial Update

A brief financial update was given by CFO Mr. Friedl with handouts of the year-end financial statements given prior to the meeting. The financial reports were the same financials that were given to our auditors Reilly, Penner Benton who will be in next week to do our yearly audit. Items discussed included: 31% decline in revenues due to the exit of Outagamie County and the end of the Power Grant; restatement of administrative costs to 9% which more accurately reflect actual practice; and, reinstatement of the \$50,000 line of credit from BMO Harris.

Update on Board of Directors

- a. Committee Structure
 - We have recently added several committees within our Board of Directors. This was a direct result of our State audit saying we did not have a strong committee structure. We established an HR/Personnel, Policy and Finance Committee to go with our established One-Stop and Youth committees. A Committee Structure that was approved at the August 15th full Board meeting was handed out.
- b. New member recruitment
 - Mr. Stelter commented that he has been making connections with several companies with regard to new member recruitment. Those connections include WPS and with agricultural businesses in Waupaca county as well as within the healthcare sector in Green Lake area. Mr. Stelter invited the LEOs to think of potential Board members.
 - We recently welcomed Jonathan Bartz back to the Board, have the addition of Mike Vander Zanden from Amerequip in Kiel and Bob Pedersen from Goodwill.
- c. Strategic Planning Process
 - Our first two sessions went very well. Our final two sessions are scheduled for September 24 and October 22 both at the Coughlin Center from 1 – 4:30 p.m. These next two sessions will focus on setting priorities and establishing measurements. These will be incorporated into next year's planning.

Update on Audits

- a. DOL –
 - No determination information was received to date.
- b. DWD –

- Completed PY'12 fiscal audit at the beginning of July and are awaiting our written report.
- c. Program Monitoring –
 - Therese Loehrke, Program Liaison from DWD, will be in our office this week for PY'12 program monitoring. In follow-up to the PY11 program monitoring, we are awaiting response to one finding that is still being resolved.
 - Update on the Ziebell/WE Inc. case – is still on-going and waiting final word.
 - Comments regarding the recent Governor's Council on Workforce Investment meetings were shared by Mr. Stelter and Mr. Buechel. It was noted that we need to help people to understand they need to update their skills to upgrade to the newer jobs that are available. The CWI is also tackling issues of getting people to come to WI to work. Fast Forward has 7.5 million this year and 7.5 million next year to aid in training people for jobs that are open in WI.

Review of Board / LEO orientation

A LEO guidebook was distributed in an effort to give more guidance to the LEOs and was very well received. Mr. Stelter gave an overview presentation that has been presented to several county boards and as a Board orientation to the newer members of the FVWDB BOD. Positive comments received were that this presentation is very helpful in explaining what our Board actually does. Mr. Stelter has offered this orientation/information session to all Board members as well as LEO members and their communities.

Location of future meetings

After discussing alternate locations for future meetings, it was agreed that having meetings at a central location, like Oshkosh, will work out best.

Adjournment

A motion was made to adjourn the meeting first by Mr. Meyers and second by Mr. Buechel. All were in favor and meeting was adjourned.

NEXT MEETING: Monday, November 25th @ 9:00 A.M. in the Volunteer Room at the Coughlin Center.

Respectfully submitted

Paul A Stelter