



# WORKFORCE DEVELOPMENT BOARD, INC.

*Building a world class workforce*

## **LEO Meeting: Draft Minutes**

Oshkosh Job Center 219 Washington, Oshkosh. Chief Oshkosh Room, Tuesday, September 1<sup>st</sup>, 9:00

**LEO's In Attendance:** Mr. Buechel, Ms. Connors, Mr. Harris, Ms. Kalata and Mr. Meyers.

**Others in Attendance:** Ms. Haczkiwicz, Administrative Assistant, FVWDB, Mr. Hesse, CTO FVWDB and Mr. Stelter, CEO FVWDB.

**Call to Order:** The LEO Meeting was called to order at 9:01 AM by Mr. Meyers.

**Pledge of Allegiance:** The pledge of allegiance was led by Mr. Meyers at 9:02 AM.

**Approval of Minutes from 6/9/15 (*Action Item*):** The meeting minutes were reviewed and areas to correct were pointed out. The meeting minutes were not approved and will be reviewed again at the next LEO meeting.

**Signing of Request for Designation:** Mr. Meyers signed the request for designation form at 9:06 AM. The form requests that the LEO's would like to remain a consortium.

**Board of Directors Matrix Update:** Mr. Stelter lead the group in the discussion of the make-up of the board and reviewed the information with them on a matrix that was created to show the current board members, their role on the board and their expiration date on the board, against the data on the matrix. The matrix was created by the state and is a tool to analyze the current makeup of the Board in preparation of WIOA standards.

Mr. Stelter reviewed let the LEO's know the terms of the board are for 3 years and that FVWDB has identified that we have more members that have expired now than upcoming expiration dates. Therefore, FVWDB will be spreading out the expiration dates of current members so that roughly 1/3 will expire each year. FVWDB has until December 31, 2015 to bring Board membership into compliance. Mr. Stelter let the group know that he and FVWDB would have updated Board membership designations to the LEO's by October 9<sup>th</sup>.

**Update on Strategic Planning Initiative:** Mr. Stelter explained to the LEO's that Sally Cutler, of Cutler Consulting, lead the Board at the August 20<sup>th</sup> Board meeting in Strategic Planning exercises. The purpose of this session was to get feedback from the Board about

the state of the board as well as gather new ideas on how we can improve and adapt under WIOA regulations. Mr. Stelter explained that the second session of the Strategic Planning will be held on Wednesday, September 23<sup>rd</sup>. The Board has homework in the meantime to review workforce issues they identified and to come up with potential solutions to these identified issues.

**Review of Joint LEO/BOD Agreement and Consortium Agreement:** Mr. Stelter provided the LEO's with a copy of both the BOD and Consortium agreements. The LEO's agreed to review these documents post meeting and to provide their written comments to Mr. Stelter by October 9<sup>th</sup> so that any actions can be taken at the next LEO meeting in November.

**November 12<sup>th</sup> Joint Board/LEO Meeting Reminder:** Mr. Stelter reminded the LEO's that the November Joint Board/LEO meeting had been moved up one week to November 12<sup>th</sup> at 2:00 PM to accommodate various schedule conflicts. Mr. Stelter also noted that the meeting will be held at Plexus Corporation with a tour scheduled for 1:00 PM.

**Adjournment:** Motion to adjourn the LEO meeting by Mr. Harris at 9:47 AM and second by Ms. Kalata. The LEO meeting was adjourned at 9:47 AM.