



## Minutes CEO Meeting

Thursday, December 17, 2015 at 11:00 am  
Oshkosh Job Center; Chief Oshkosh Room; 219 Washington, Oshkosh, WI

**CEO's In Attendance:** Jack Meyers, Alice Connors; Mark Harris; Donna Kalata; and Al Buechel (by phone).

**Others in Attendance:** Paul Stelter, FVWDB CEO; Al Hesse, FVWDB COO/CTO; and Stefanie Hayford, FVWDB Executive Assistant.

**Call to Order:** The LEO Meeting was called to order at 11:01 am by Mr. Meyers.

**Pledge of Allegiance:** The pledge of allegiance was led by Mr. Meyers at 11:02 am.

**Approval of Agenda (Action Item):**

*Motion to approve Agenda first by Ms. Connors, second by Ms. Kalata. All were in favor and motion carried.*

**Approval of Minutes from 06/09/15 and 9/1/15 LEO meetings (Action Item):**

*Motion to approve minutes of 06/09/15 and 9/1/15 LEO meetings first by Ms. Connors, second by Mr. Harris. All were in favor and motion carried.*

**Approve Revised PY15 Budget (Action Item):**

Mr. Stelter explained that this budget was previously approved by the Finance Committee and the Board. Mr. Hesse then gave a brief overview of the changes to the PY15 Budget. The Rapid Response/Special Response and Fast Forward (FF) are both new grants that were added to the budget since May. They will have a ripple effect on some of the Dislocated Worker (DW) stream and the bottom line is that there is very little change from one general ledger line to another. Another revision was to move \$81K from future Adult Program projects into training/support funding for spring/summer terms due to a higher than expected fall term. The DW Program had \$7K moved into training. They also added additional funding for the upgrade of furniture at the Oshkosh Job Center conference room.

*Motion to approve the Revised PY15 Budget first by Mr. Harris, second by Ms. Kalata. All were in favor and motion carried.*

#### **NEW BUSINESS:**

##### **Approve Consortium Agreement (Action Item):**

Mr. Stelter gave a brief explanation of the revised Consortium Agreement. With the passage of WIOA, it was required that all workforce boards be reconstituted, and in revising this Agreement, we wanted to make sure we were being as transparent as possible. The marked-up copy reflects the wording changes to reflect WIOA requirements.

The CEO's discussed whether these new agreements have to be approved by each member's County Board. It was decided that this was not necessary because it's just a continuation of the previous agreements and no significant changes were made

*Motion to approve the Consortium Agreement first by Ms. Connors, second by Ms. Kalata. All were in favor and motion carried.*

##### **Approve Joint Agreement (Action Item):**

*Motion to approve the Joint Agreement first by Mr. Buechel, second by Mr. Harris. All were in favor and motion carried.*

##### **Approve Composition of Board of Directors (Action Item):**

Discussion: Mr. Stelter stated that the list currently includes 27 people, but Jason Hendricks from Fond du Lac County was just approved, so he will need to be added. He's been trying to clean up the appointment process and work more on staggering the terms so that they run until June 30<sup>th</sup> of every year as the Bylaws require. They are looking for more people from rural counties and particularly for a private sector member from Waushara County.

*Motion to approve the first by Ms. Connors, second by Ms. Kalata. All were in favor and motion carried.*

##### **Appoint Ad Hoc Employment Committee Members (Action Item):**

Mr. Stelter reviewed the CEO Succession Plan with the CEO's and stated that he will do whatever it takes to assist with this recruitment so that he leaves the Board with a good staff. The plan targets finding a replacement by May so that the new CEO can be introduced at the May Joint CEO/Board of Directors Meeting and can start shortly afterward. This way the new CEO can transition into the position until Mr. Stelter retires in September, 2016.

The second page of the hand-out is an excerpt from the Joint Agreement and requires that the CEO's identify 3 members and that the Board identify 3 members for this Committee.

However, four Board members volunteered. Mr. Stelter requested that the CEO's agree to proceed with one non-voting member. The CEO's agreed that the 4<sup>th</sup> Board member should be made an alternate so that they may vote should there not be a quorum.

The group discussed who would be appointed to serve and it was decided that the CEO members would include: Al Buechel; Jack Meyers; and Dick Koeppen. Jack Meyers is not seeking reelection in April, so he will serve as long as he is here. Mr. Koeppen was absent from this meeting, so should he not be able to serve, Ms. Connors agreed to be the alternate. Mr. Buechel will take the lead on handling the recruitment through the Fond du Lac County Human Resources Department, as well as, scheduling the next meeting of the Ad Hoc Employment Committee.

*Motion to approve the CEO Ad Hoc Employment Committee Members first by Ms. Kalata, second by Mr. Harris. All were in favor and motion carried.*

***[Mr. Buechel disconnected from the meeting at this time]***

**State Plan—Regional Planning:**

Mr. Stelter explained that Regional Planning has been discussed at the state level for the last 2-3 months and the WIOA legislation provides provisions to encourage regional planning of one or more workforce areas. However, there has been no guidance at this point regarding what regional planning involves, what type of commitment or responsibility we would have, or what expenses we will be taking on. This doesn't require any action of the LEO's at this point but Mr. Stelter wanted them to be aware of it.

The CEO's discussed the possible impact of Regional Planning on this Board. Mr. Stelter commented that the Board is always looking to partner and collaborate with other boards and entities, so rather than forcing regional planning, perhaps the DWD should allow the current collaborative work that's being done to continue. The DWD did commit that none of the current workforce boundaries would change and that they would get feedback from the LEO's as this Plan progresses.

**Approve 2016 Calendar Meeting Dates (Action Item):**

CEO: Tuesday, March 1<sup>st</sup> at 9:00am and Wednesday, September 7<sup>th</sup> at 9am

Joint CEO/Board: Thursday, May 19<sup>th</sup> at 2:00pm and Thursday, November 10<sup>th</sup> at 2:00pm.

*Motion to approve the presented meeting dates first by Ms. Connors, second by Mr. Harris. All were in favor and motion carried.*

***[Ms. Connors had to leave the meeting at this time]***

**Update on Local Plan:**

Mr. Stelter explained that our Local Plan is due on March 31, 2016, and that we will need a review period before that. The goal is to have a copy to the Board and LEO's by mid-February to review.

**Review Ziebell Decision:**

Mr. Stelter explained that this case has been open since 2008. In November, the 7<sup>th</sup> Circuit Court of Appeals dismissed the Plaintiff's claim for lack of jurisdiction and affirmed the trial court's dismissal of the retaliation claim. The plaintiff has since requested that the 7<sup>th</sup> Circuit (full court) review their decision. He will keep the LEO's updated as the case progresses.

**Update on Building:**

Mr. Stelter updated the group on the building but noted that no action, if any, would need to be taken until early 2016. He was notified by a real estate broker that there may be interest in purchasing the building. Mr. Stelter has told him that if there's a willing buyer, we would consider an offer, but it would have to be high enough to provide a large enough cash reserve available to the Board. Gary Now, our Controller, ran the numbers to sell the building and net us approximately \$100K. Our current cash reserves including the line of credit are more than enough to pay the DOL obligation, so there is no need to sell the building to pay that. If we were to receive an offer, it would be with the understanding that no commitment would be made until it is reviewed by the Board. We are currently occupying 1/4 of our building and the rent we receive more than covers the current mortgage payment which allows us to build up a cash reserve. If we were to sell this building, that income stream would no longer be available and we would have to pay additional rent. Mr. Stelter will keep the CEO's apprised of any new developments in the matter.

**Adjournment:**

*Motion to adjourn first by Mr. Harris, second by Ms. Kalata. All were in favor, meeting adjourned at 12:07 pm.*