

**Fox Valley Workforce Development Board**  
**Policy Committee Approved minutes (at 8-15-13 mtg)**  
**Monday, July 22, 2013**  
**2 – 3:00 PM**

**Committee members present:** Kim Holmes, Dave Thiel, Linda Mingus, Paul Stelter

**Committee members not present:** Chris Matheny

**Others present:** Ms. Reinke, Ms. Lemieux, Mr. Hesse

**Call to Order**

Meeting was called to order at 1:58 P.M. by chair Ms. Mingus.

**Introductions**

Mr. Stelter welcomed and thanked the members of the Policy Committee for their time in serving on this committee.

Mr. Stelter also spoke on recruiting of new board members and to think of any qualified candidates that committee members feel would be a good addition to our Board.

**Review outline of Committee Duties**

Committee Duties were handed out to be reviewed by the committee. No action was needed or taken – for information only. Comment was made that the duties were deceptively simple.

**Distribute current By-laws and Policies**

The By-laws of FVWDB, Procurement Policy, Financial Procedures Manual, Personnel Policy and the Workforce Investment Act Training Services Policy were handed out. No direct action is needed as the Finance Committee will undertake the Finance and Procurement policies and the HR/Personnel Committee will undertake the Personnel Policy.

**ITA/Support Services Review**

Ms. Lemieux gave an overview of the Workforce Investment Act (WIA) Training Services Policy and explained the major changes being addressed. Those changes are:

- change from \$1000 per semester up to \$1200 per semester
- change from three semesters of funding to four semesters of funding

Mr. Thiel questioned why there are actual numbers in the policy – rather than having specific numbers in the policy; leave it up to management to change it per fiscal year or school year as economic changes occur in a ‘Procedure type of amendment that can be changed as needed without committee action thus eliminating a quagmire of details. Suggestion came to have a separate form for each applicant stating

their tuition levels and number of semesters they are eligible for and leaving it up to the case managers to manage as individuals instead of changing the Policy.

Committee suggested Ms. Lemieux to re-word the Policy and add the additional guideline page and/or form and get that back with the committee to act on before the August full Board meeting. In the meantime, committee members will take the ITA policy into further review.

### **Set priorities**

As we look at each policy – make it clear as to what our Federal, State or local requirements are. (ex.; as required by WIA)

First priority is to clean up the ITA Policy - policy items vs. operational procedures. Goal is to get ITA policy back to committee members by first week of August for action to be recommended to the full board on August 15<sup>th</sup> if possible.

### **Plan for next meeting**

Next meeting: August 7<sup>th</sup> at 7:30 a.m. via teleconference. Conference call information to follow.

It was recommended to meet once a quarter until we get a handle on the policies and then as needed.

### **Adjournment**

*Motion to adjourn meeting first by Ms. Holmes, second by Mr. Thiel - adjourned at 3:06 p.m.*