

Fox Valley Workforce Development Board
November 30, 2011
Meeting Minutes-Public Approved

Present: Mr. Grant, Ms. VanNess, Ms. Mingus, Mr. Sloan, Mr. Beregszazi, Mr. Mauch, Mr. Hernke, Mr. Martinez, Mr. Wehner, Mr. Bartz, Mr. Matheny, Mr. Kleman, Mr. Thiel, Ms. Lebrun,

Absent: Mr. Schultz, Mr. Hipke, Mr. Irwin, Mr. Kelly, Mr. Geigle, Ms. Roettger, Mr. Westphal, Ms. Holmes

Others Present: Ms. Welch, Mr. Hesse, Ms. Meyer, Ms. Jusic, Mr. Friedl, Mr. Malinowski

Mr. Grant called the meeting to order at 2:04 p.m.

Roll Call

Introduction of two new members: Michael Kwakkel and Debra Behringer.

Approval of Minutes

Mr. Martinez made a motion to approve the September 21, 2011 meeting minutes. Mr. Hernke second. There was no discussion and the minutes were approved unanimously.

Consent Agenda

The following minutes were presented as part of the consent agenda: Economic Development Committee, One Stop Committee, and Executive Committee (3 sets of minutes). Mr. Bartz asked if at the Executive Committee meeting, the Administrative office location was discussed in closed session as the motion for lease was cited after returning to open session. Ms. Welch explained that the matter was discussed in open session and that the draft minutes will be corrected.

Mr. Beregszazi made a motion to approve the consent agenda as presented with the correction to Executive Committee minutes. Mr. Martinez second. There was no further discussion and the consent agenda was approved.

Informational Update

Organizational Chart

Mr. Grant explained the presentation and the FVWDB organizational structure, including the roles of the Board and its committees. Mr. Mauch asked a question about the role of the Executive in such matters as raises and how it is described in the organizational chart presented. Ms. Welch explained that all committee discussions are presented to the Board through the Consent Agenda, which has been the process for the last few years. Mr. Martinez explained that the daily operations are the responsibility of the CEO, and the Board is responsible for oversight of the organization. Discussion ensued about the FVWDB by-laws and the responsibilities and authority of the Board and Committees. Mr. Bartz suggested that the responsibilities of Budget and Policy Oversight listed under Executive Committee be moved under the full Board to better represent the structure. This will be done and updated in the WIA Local Plan. The Board would like to receive agendas for all Committee meetings. Ms. Welch explained that there is a process for approving the by-laws, and that any suggested changes should be sent to the FVWDB. Ms. Welch stated that By-laws should be changed to add FVHCA as a standing committee. Mr. Grant also updated the Board on the current staff working at the FVWDB and their departments.

Update on DOL and DWD Monitoring

Mr. Martinez presented the update on the DOL Monitoring and the current status of the matters that the FVWDB is still working on. There was discussion on the Building usage issues of the 1401 McMahon Drive office, and the options that the Board would have to resolve this matter. Mr. Malinowski added that the \$13k still in question for finding 16 can be further resolved.

Mr. Friedl added an explanation on the bank service fees paid by FVWDB and WE, Inc. and that the actual fees paid were lower than initially questioned due to the bank crediting the FVWDB. Stand in costs are proposed for any potential disallowed costs. Ms. Behringer asked if policies have been developed or updated to ensure that issues like gift cards do not come up in the future. Ms. Welch replied that the FVWDB has updated their policies, and they are a part of the new WIA Local plan. At this time, any FVWDB comments or updates sent to DOL will be copied to DWD.

Fiscal Update

Budget and Expenditure Process

Ms. Welch explained the process of internal controls at FVWDB. She explained the process of withdrawing funds from DWD or other grant providers. All of the funds come from contracts from DWD or other grant providers. Any checks are logged at reception desk, and copies are provided to fiscal and a back-up file. These are promptly recorded by finance staff and deposited by someone other than the two finance staff. Mr. Friedl added that our Financial Procedures Manual and Procurement Policy have both been updated to reflect the enhanced internal controls.

PY11 1st Quarter and October Expenditures

Mr. Friedl and Mr. Malinowski explained the new process of tracking the budget variances and expenditures of the FVWDB. Mr. Malinowski went through the Balance sheet, the comparative statement of operations and the expenses by fund. These reports will be emailed to the Board each month.

PY10 Audit

Mr. Friedl discussed the PY10 Audit and the audit process. The scope of the audit was expanded, and FVWDB is waiting for the final report which will be discussed on a conference call in December. There was a disclosure about the building questioned costs in the draft report that may be in the final report. There is still discussion with DOL on the useful life of the building. This could reduce the amount of questioned costs on the building matter. He also explained the questions regarding the recording of the in-kind contribution of the video conferencing equipment at the Fond du Lac Job Center. There were no proposed audit adjustments.

Administrative Office Locations

Mr. Grant excused himself from the meeting. Ms. Welch explained that corporate funds will be exhausted by June 2012 if we continue to remain in the current location. The current building could be leased or sold, which would be the most realistic options. She gave estimates of time that it could take to lease or sell the current building and possible rent or sale amount that FVWDB would receive. Moving costs are approximately \$7,500. She proceeded to present some options for a new location:

1. Former Time Warner building at approximately \$7/square foot, with plenty of space and parking
2. Former Gym facility, estimated \$12/square foot, ample space and parking, but requires more build-out
3. Neenah building, plenty of space but no parking, very old building, and needs extensive build-out

Mr. Mauch made a motion to lease the property in Kimberly. Mr. Martinez second. Mr. Wehner asked if any other locations were considered, such as Oshkosh. There was discussion on ensuring that the location is the most beneficial for the needs of area businesses. Ms. Welch added that McMahon offered to build a building for FVWDB very close to the current one. A suggestion was made to have another Board meeting in a couple of weeks to discuss the building matter. *Mr. Mauch withdraws his motion.*

Ms. Mingus made a motion to authorize an appraisal of 1401 McMahon Drive, and for FVWDB to do research on lease/sell options, research financing options for the current building, and to do a business needs survey and determine possible locations that would address business need. Mr. Beregszazi second. There was no further discussion and the motion was approved unanimously, with Mr. Grant abstaining.

PY11 WIA Plan Update

Ms. Welch updated that there were no public comments on the WIA Plan, and it will be submitted to DWD.

LEO Consortium Agreement

The Agreement will be reviewed by County Boards in December and January.

LEO and Board Joint Agreement

The LEOs made an addition to the Joint agreement that the Ad-hoc hiring committee would now be the Ad-hoc Hiring and Oversight committee and would have the authority to hire, oversee, and terminate the FVWDB CEO. The agreement will be reviewed by County Boards in December and January. Both agreements will also be discussed further at the next Board meeting.

Dislocated Worker Activity Update

Mr. Hesse updated on the Dislocated Worker Activity.

Announcements

Mr. Grant added that a nominating committee for officers should be established. This will be discussed at the next Executive Committee meeting.

Adjournment

Mr. Martinez made a motion to adjourn the meeting. Mr. Kleman second. There was no discussion and the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Cheryl A. Welch