

Fox Valley Workforce Development Board
Thursday, September 13, 2012
Meeting Minutes – PUBLIC – Open

Present: Mr. Grant, Mr. Hesse, Mr. Westphal, Mr. Sloan, Ms. Winn, Mr. Kwakkel, Ms. Mingus, Ms. Karth, Ms. Roettger, Mr. Hernke, Mr. Mauch, Ms. Beregszazi, Mr. Hipke, Mr. Dissing, Ms. Cronmiller, Ms. Reese, Mr. Matheny (came at 2:37p.m.), Mr. Wehner (via phone), Mr. Schultz (via phone), Mr. Leonard (via phone)

Absent: Dr. Geigle, Ms. Holmes, Mr. Kleman, Mr. Martinez, Mr. Thiel

Others Present: Ms. Reinke, Mr. Friedl, Dr. Jim Eden (for Ms. Ruhland), Ms. Lemieux, Ms. Rivera

Mr. Grant called the meeting to order at 2:05 p.m.

By-Law Amendment (quorum) – (Action Item)

Mr. Hesse handed out our current By-Laws of the Fox Valley Workforce Development Board drawing particular attention to page 6, Section 5. (this was emailed to membership on 31 August). Mr. Hesse would like the wording changed to “*A simple majority must be present at a Board Meeting to establish a quorum.*” Given that our last Board meeting was not held – in May, 2012 – due to the fact that there was not quorum, Mr. Hesse is recommending changing the wording as indicated.

Mr. Hernke made a motion to approve the changes as stated above. Mr. Mauch second. There was no discussion and motion was approved unanimously.

Approval of Minutes from March 8, 2012 – (Action Item)

Mr. Mauch made a motion to approve the March 8, 2012 meeting minutes. Mr. Beregszazi second. There was no discussion and the minutes were approved unanimously.

Move to Closed Session as per State Statute 19.85(1)(e) for Investment & Competitive Bid Process: WIA AP/DW RFP and WIA Youth & Resource Room Sole Source

Motion to move to Closed Session by Ms. Karth. Mr. Westphal second. Moved to Closed Session at 2:13 p.m.

Return to Open Session as per State Statute 19.85(1)(e) for Investment & Competitive Bid Process: WIA AP/DW RFP and WIA Youth & Resource Room Sole Source

Mr. Dissing made a motion to Return to Open Session as per State Statute 19.85(1)(e) for Investment & Competitive Bid Process: WIA AP/DW RFP and WIA Youth & Resource Room Sole Source. Mr. Mauch second. There was no discussion and the meeting returned to Open Session.

Mr. Beregszazi returned to meeting at 2:31.

Approval of Action Items discussed in closed session – Action Item

Ms. Mingus made a motion to support the Executive Committee's decision to contract with LETC and ADVOCAP for Adult and Dislocated Worker services. Mr. Westphal second. There was no discussion and the motion carried.

A recommendation from the One-Stop Committee (9-11-12) was discussed, a motion was made for one operator for the youth contract and awarding sole sourcing to ADVOCAP. Also, motion for Resource Room functions to be given to LETC and ADVOCAP for their respective areas in a sole source contract for the remainder of PY12. Motion to support the sole sourcing by Mr Sloan. Second by Ms. Roettger. Motion carried unanimously.

A motion was made from the full Board authorizing the sale of the stock and giving authority to Mr. Grant or Mr. Hesse as signature authority to sell the stock. Motion was given by Ms. Cronmiller. Second by Mr. Mauch. Motion carried.

Motion to approve the items discussed in Closed Session by Mr. Hernke. Second by Ms Karth. Approve actions from close sections carried unanimously. Mr. Beregszazi abstained.

Approval of PY12 Budget (as approved by LEO's 5/29/12) – ACTION

Mr. Hesse passed out budget information – revised PY11 carry-over projections were included. He explained that Outagamie County initially represented about 30% of our budget. FVWDB later learned that the impact was closer to 27%. Discussion ensued.

Mr. Friedl explained that he was able to close PY11 recently and our PY11 audit is scheduled for the week of September 17, 2012.

Mr. Westphal made a motion to continue on our budget as stated on the handout. Second by Ms. Mingus. There was no further discussion and the motion carried unanimously.

Mr. Beregszazi and Mr. Mauch left at 2:59 p.m.

Monitoring Update: DoL/DWD

Mr. Hesse handed out DoL and DWD letters. We have been addressing those issues. One of their concerns was that it is very difficult for us to get quorum until today. Mr. Hesse went through the letter explaining the points of the letters and how we have answered the questions they put forth to us. Mr. Friedl explained that several of the findings were against WE, Inc. and not actually against the Board.

Mr. Matheny questioned how appointments are made to the Board. Mr. Hesse explained that we have a mix of public and private members. From the public sector side, once nominated, the LEO would make his/her approval. On the private sector side, business organizations make a nomination and submit to the LEO for appointment. Mr. Hesse did state that Board members can assist in the recruitment process.

By-Law / Policy Updates – ACTION

a. By-Laws / b. Personnel / c. Procurement / d. Fiscal

a. *By-Laws.* Current By-Laws were handed out. Mr. Hesse read through his comments and explained why his noted changes were high-lighted. One DWD specific recommendation was that FVWDB form three new subcommittees: 1. HR/Personnel Committee, 2. Policy Committee and 3. Finance Committee.

Ms. Cronmiller added that instead of just creating these committees, that it should be written that the Board may, at their discretion, initiate any of the three sub-committees as needed. Once activated, then the sub-committees could be made permanent.

Ms. Mingus made a Motion to approve the changes in the by-laws as noted by Mr. Hesse in his handout and with the note added by Ms. Cronmiller. Second by Mr. Dissing. There was no further discussion and it unanimously passed.

b. *Personnel*

Mr. Hesse updated members on most recent action approved by Executive Committee and then also discussed proposed changes as outlined in the document.

c. *Procurement Policy.* Due to time constraints, the recommended edits will be discussed at next meeting.

d. *Fiscal Policy.* No discussion on Procurement or Fiscal Policies – they will be sent to members in advance of next meeting.

Ms. Cronmiller made a motion to approve all changes with the exception of section 4 where will look further into those for next meeting. Second by Mr. Westphal. No further discussion motion carried unanimously.

FVWDB Officer Elections – Action Item

Nominations for Officers are:

Ms. Behringer nominated Ms. Mingus for Chair. Second by Mr. Dissing
Mr. Hernke nominated Ms. Roettger for Vice Chair. Second by Mr. Dissing
Mr. Dissing nominated Ms. Behringer for Secretary. Second by Mr. Hernke
Ms. Cronmiller nominated Mr. Martinez to continue serving as our Treasurer. Second by Mr. Hernke

Structural Updates: HR/Personnel, Policy and Finance permanent committees – Action Item

Previously discussed under by-laws

Updates

- a. Outagamie County – Mr. Hesse stated that Outagamie County is scheduled to leave by October 1, 2012
- b. Building – Mr. Hesse spoke on the fact that our building is for sale/lease. There is a realtor sign out front.
- c. Grants -

SAGE – Administrative entity will be switched to Bay Area (joint grant). FVWDB asked DWD for further explanation and informed DWD that remaining ‘Admin’ funds are FVWDB’s.

Power Grant – Ended in Mid-August; did not receive extension.

H1B Grant – This grant is a healthcare OJT grant. It is a four year grant.

Sector Convening Grant – \$25,000 grant receive from DWD used for FVHCA

WIF Grant – Workforce Innovation Fund – for our business services group to stay in communication with each other.

d. Annual Independent Agency Audit – Mr. Friedl announced that we have contracted with a new audit firm – RPB (Reilly Penner & Benton, LLP) who is from Milwaukee.

Adjournment

Mr. Hernke made a motion to adjourn the meeting. Mr. Dissing second, and the meeting adjourned at 4:14 p.m.

Respectfully submitted

Mr. Hesse

Brad Grant left at 3:55

Hugh Sloan left at 4:06

Hope Karth left at 4:07