

Fox Valley Workforce Development Board

Board of Director DRAFT meeting minutes - Thursday, February 21, 2013 2:00 p.m.

Members present: Ms. Behringer, Mr. Beregszazi, Ms. Cronmiller, Mr. Grant, Ms. Holmes, Mr. Kleman, Mr. Martinez, Mr. Mauch, Mr. Stelter, Mr. Wehner, Mr. Westphal

Members present via phone: Ms. Karth, Ms. Larsen, Mr. Leonard, Ms. Pitts, Ms. Reese

Others present: Ms. Reinke, Mr. Hesse, Mr. Turner, Mr. Friedl, Mr. Vasquez, Ms. Miller, Ms. Winn, Ms. Loehrke and Ms. Valdez

Members not in attendance: Ms. Collett, Mr. Dissing, Mr. Eden, Mr. Geigle, Mr. Hernke, Mr. Kettner, Mr. Kwakkel, Mr. Matheny, Ms. Mingus, Ms. Roettger, Mr. Thiel

Call to Order –

In absence of Board Chair, Ms. Mingus, meeting was called to order at 2:06 p.m. by Mr. Martinez.

Introductions –

Mr. Stelter re-introduced himself to those who have not met him and thanked everyone for coming. Mr. Stelter also introduced Mr. Vasquez, regional director for Senator Ron Johnson's office as well as Ms. Winn who is a candidate for membership on our Board of Directors, and Ms. Loehrke, Local Program Liaison from DWD.

Approval of Minutes from December 13, 2012 meeting – *(Action Item)*

Motion to approve minutes was first by Mr. Beregszazi and second by Mr. Mauch. Passed unanimously.

Old Business

- Review and Approve:

Financial Procedures Manual - *(Action Item)*

A copy of the draft Financial Procedures Manual was sent out previous to the meeting. The Manual was modified to reflect feedback from DWD regarding deficiencies, as well as general updates to reflect current staffing, titles and practices. *Motion to approve the draft Financial Procedures Manual was first by Mr. Grant. Second by Ms. Behringer. All were in favor and passed unanimously.*

Procurement Policy - *(Action Item)*

A copy of the draft Procurement Policy was sent out previous to the meeting. One comment was to make sure that the changes in this policy would bring us into compliance with DWD. Discussion was that yes, approving the recommended changes would bring us into compliance with all DWD regulations. Question came up if from now forward, when there are changes to policies and procedures, that it would come from a sub-committee to the Board. Answer was that yes, once the Committee structure is in place, reviews such as this would come from the proper Committee to the Board. *Motion to approve the Procurement Policy first by Mr. Westphal and second by Mr. Grant. All were in favor, Mr. Beregszazi abstained, motion passed.*

Joint Agreement – *(Action Item)*

A copy of the draft Joint Agreement was sent our previous to the meeting. Mr. Stelter gave a brief overview of the Joint Agreement stating that this was considered early last year and tabled because of questions regarding impact on Outagamie County. With that being resolved, we are now re-introducing for Board approval. Only change since then is to reflect the changes in the by-laws approved at the December 2012 meeting – regarding Board eligibility: to County of employment. It was mentioned that this has been signed off by the Chief Local Election Official. *Motion to approve the Joint Agreement first by Mr. Westphal. Second by Ms. Behringer. All were in favor, approved unanimously.*

Committee Structure Update –

As mentioned in the December meeting, one of our goals was to put in place three committees. To help facilitate that goal, an Interest Worksheet was emailed to each Board member to help gain an understanding of what each Board member strengths are. Understanding your interests is critical to making appropriate committee assignments and move towards a more participative and engaged board.

Since we don't have all of the interest sheets returned, we will connect with board members regarding specific committee assignments, subject to appointment per the by-laws. To keep the process moving forward we may have the Executive Committee meet to finalize so the new committees can meet prior to our next meeting in May.

Financial Update –

A financial update was given by Mr. Friedl. He noted that we are currently running under budget. Two key factors include the savings due to replacing the CEO position for only half of the year, while it was budgeted for the full 12 months; and the savings in rent we realize compared to budget, of continuing to occupy this building. These two factors, along with moneys the management team was able to “carry in” to this year, have positioned us well to withstand any short-term negative impact from sequestration. The full impact of possible sequestration is unknown at this point. The best estimates are reductions of 6 to 8%. But there is a lot of uncertainty regarding how they might be implemented, since the federal fiscal year runs through September 30, but the cuts may take effect on March 1st.

Mr. Friedl also commented that, since we are a not for profit, no taxes are due. Our return was prepared by the same firm that did our audit using data from our audited financial statements, with two exceptions:

- calculating the cost basis of some stock we own, and
- calculating the depreciation on this building

In addition to Mr. Friedl's review, an electronic copy will be sent to the board following this meeting, for review prior to the planned filing on March 15th.

DWD Monitoring Update –

Ms. Loehrke, Local Program Liaison from DWD was here on February 11, 2013 to complete the DOL mandated data validation of files from program year 2011. There were no issues identified that would impact our performance rating. Ms. Loehrke will also be at the Board office for a

more extensive annual program monitoring of our Workforce Investment Act programs and of the Fox Cities Job Center. In preparation, we have already completed and submitted a detailed questionnaire.

New Business –

Mr. Stelter introduced Ms. Miller who spoke on beginning a new pilot initiative to better connect dislocated workers from Oshkosh Corp. with open skilled jobs. There is a plan to have a bus tour of area employers that have job openings in their field. Pilot tour is scheduled for mid-March. If successful, Business Services will be looking at doing more on a larger scale.

Ms. Miller also handed out a ‘draft’ flyer of an upcoming Job Fair to be held on May 9th.

Ms. Valdez, Project Manager for Health Care and Regional Employment Project explained that the H1B Grant is a joint venture of three WDBs in an effort to help match unemployed or underemployed nurses with health care facilities. Purpose of the grant is to help with on-the-job-training expenses for private sector organizations.

Mr. Turner and Ms. Cronmiller spoke on the proposed move of the Oshkosh Job Center and its progress.

Mr. Stelter gave an update that our RFP process is ready to out by February 22nd. This year we are working with Bay Area Workforce Development Board for the Fox Cities Workforce Development Center to have one provider of services for the Resource Room.

Mr. Stelter also commented that FVWDB has recently applied for a modification to the Special Response Grant for approximately \$19,000 for employees at SCA Tissue.

An update was given regarding the SAGE Software conversion. The planned conversion to the new system is on track for April 1st. This week extensive training is taking place on the system with our staff.

Mr. Stelter reported that he and Mr. Hesse attended a Wisconsin Workforce Development Association “Day at the Capitol” session on February 6th. We had meetings with Representatives Al Ott, Scott Krug, Joan Ballweg, Scott Ripp and Daniel LeMaheiu; along with a legislative aide of Senator Glenn Grothman. Key points were covered.

Mr. Stelter commented that we will be starting the budgeting process for next year after our new accounting software conversion is completed in early April. There is much uncertainty due to federal budget issues. Our plan is to have recommendations completed in time for the May 16th Board meeting.

Comments were given on the sale of our building – it is still for sale! Mr. Stelter will continue to pursue the sale and give updates to the Board.

Mr. Stelter reported that we have had three meetings with various officials from DWD regarding status of findings from audit. Mr. Stelter is working diligently to resolve these open issues as we

speaking. Mr. Stelter is very committed to bring this to an end. Earlier on the day of the Board meeting, we learned that DOL has asked DWD to submit their recommendations in this matter by Thursday, February 28th.

Adjournment –

Motion to adjourn the meeting at 4:00 p.m. was first by Mr. Mauch and second by Mr. Grant.
Motion carried and meeting was adjourned.

Ms. Pitts left at 3:53 p.m.

Mr. Leonard left at 3:59 p.m.

Ms. Larsen left at 4:00 p.m.

Respectfully Submitted,

Paul A. Stelter