

Fox Valley Workforce Development Board meeting minutes - DRAFT

Thursday, May 16, 2013 at 2:00 P.M.

Board Members present: Mr. Bartz, Ms. Behringer, Mr. Beregszazi, Ms. Collett (via phone), Ms. Cronmiller, Mr. Dissing, Mr. Eden, Dr. Geigle, Mr. Grant, Ms. Karth, Mr. Kettner, Mr. Kleman, Mr. Kwakkel, Ms. Larsen (via phone), Mr. Lautenschlager, Mr. Martinez, Mr. Matheny, Mr. Mauch, Ms. Mingus, Ms. Reese, Ms. Roettger, Mr. Stelter, Mr. Skahan, Mr. Thiel, Mr. Wehner, Mr. Westpahl, Ms. Winn

Board Members Absent: Mr. Hernke, Ms. Holmes, Mr. Leonard, Ms. Pitts

Others Present: Mr. Friedl, Mr. Hesse, Ms. Reinke, Mr. Turner, Ms. Rivera

Call to Order

Meeting was called to order by Chair Ms. Mingus at 2:10 p.m.

Introductions

Introductions were made by everyone.

Approval of Minutes from February 21, 2013 meeting (*Action Item*)

Motion to approve minutes was first by Mr. Martinez and second by Mr. Mauch. All were in favor, passed unanimously.

New Business

-DoL Audit and Building Update

Building Update - Mr. Stelter gave an update on the status of the FVWDB office building. There is currently a party interested in renting 75% of the building which would leave the FVWDB staff to occupy the remaining 25%. To facilitate this, a small amount of build out is needed. Mr. Stelter showed a layout of the current building and the proposed changes. By having the building fully occupied, this makes it more attractive to potential buyers knowing that it has full rental potential. Comment came up that if and or when the FVWDB staff would have to leave that a more central location be considered.

Motion to support Executive Committee and LEO's decision to lease the building first by Ms. Karth. Second by Mr. Beregszazi. All were in favor.

DoL Audit Update - Mr. Stelter gave a status update on the "stand-in costs" that we have been working on with DWD to clear up our audit. Progress has been made in identifying potential stand-in costs for consideration and approval by the State DWD and the US DoL, we will continue to keep you updated.

-Committee Structure approval (*Action Item*)

As part of the recommendation from our audit, Mr. Stelter was given the direction to add three new committees and add more definition to the existing committees. In accordance to the by-laws, Mr. Stelter handed out a FVWDB Board Committee Responsibilities sheet which gives more definition to the Executive Committee as well as other standing

committees. Also handed out was a proposed committee structure that Mr. Stelter is looking for approval on.

Motion to approve the committee assignment first by Dr. Geigle and second by Mr. Matheny. All were in favor. Motion carried. Please contact Mr. Stelter by June 14th with questions or changes to the proposed committee assignments.

- Feedback from BOD orientation session

Mr. Stelter spoke briefly on the new Board Member Orientation Sessions that took place on April 8th and 10th. Comments brought forth were very positive and was recommended that the same presentation be given to the full board. We will schedule an orientation just prior to the next board meeting.

-Introduce Strategic Planning Process (*Action Item*)

As a result of feedback the new Board Member Orientation Sessions, Mr. Stelter reviewed the strategic planning process with the Board. Authorization limit is for \$8,000.

Motion to approve the Strategic Planning Process first by Mr. Beregszazi. Second by Mr. Mauch. All were in favor, motion carried.

Ms. Larsen joined the meeting via phone at 2:56 p.m.

Budget Approval – (*Action Item*)

Mr. Martinez, member of the Finance Committee, gave an update on finance committee discussions. Mr. Wehner expressed concern on having the 20% carryover just laying there when it could be used for training. That concern was covered in the Finance Committee deliberations and explained to the Board. CFO, Mr. Friedl, spoke on the budget and explained the handouts in detail.

Motion to approve the budget as recommended by the Finance Committee first by Mr. Beregszazi, second by Mr. Bartz. All were in favor. Motion carried.

Ms. Karth left at 3:15 p.m.

Recommendations on Contract Awards (*Action Item*)

Ms. Rivera gave an overview of our extensive Request For Proposal (RFP) process. Mr. Martinez spoke on the recommendations from those that scored the proposals. Ms. Cronmiller spoke extensively on the Youth RFP.

Mr. Beregszazi left the room.

Motion to approve the review team recommendation on the current subcontractors for proposals for the One Stop System in their current capacity, (LETC to serve in the Fox Cities, Waupaca and Waushara and ADVOCAP to serve in Oshkosh, Berlin and Fond du Lac Job Centers) with the ability to update PY13 budgets if necessary, first by Mr. Dissing. Second by Mr. Grant. All were in favor and motion carried. Mr. Matheny abstained.

Motion to accept the review team recommendations on the current subcontractor proposals for Dislocated Worker and Adult Programs in their current capacity. (LETC to serve DW/Adult in Waupaca, Waushara, Northern Winnebago and Calumet counties. ADVOCAP to serve Fond du Lac, Southern Winnebago and Green Lake counties), with the ability to update PY13 budgets if necessary, first by Dr. Geigle. Second by Mr. Kettner. All were in favor and motion carried.

Motion for no In School Youth (ISY) contracting for Winnebago, Fond du Lac and Calumet counties, first by Ms. Cronmiller. Second by Mr. Westphal. All were in favor and motion carried. [Note: Discussion on Youth Council to review WIA service to ISY and make recommendations back to Board]

Motion to accept the recommendation for ADVOCAP to service Out of School Youth only for Fond du Lac, Calumet and Winnebago counties with the current In-School Youth clients (carry in,) first by Ms. Cronmiller. Second by Dr. Geigle. All were in favor and motion carried.

Motion to accept the recommendation of CESA5 to have a one year contract without the option of auto renewal to serve (Green Lake, Waupaca and Waushara counties) for In School/Out of School Youth, first by Ms. Cronmiller. Second by Mr. Westphal. All were in favor and motion carried.

Mr. Beregszazi rejoined the meeting

Election of Officers *(Action Item)*

Three of our four officers are completing their first year of service and are eligible for re-election. Our treasurer is eligible for one more year of service according to our by-laws. All four of our current officers have agreed to serve in the same capacity.

Motion to close nominations and keep the same elected officials first by Mr. Dissing and second by Ms. Cronmiller. Unanimously all were in favor. Motion carried.

Chair – Ms. Mingus
Vice Chair – Ms. Roettger
Secretary – Ms. Behringer
Treasurer – Mr. Martinez

Financial Update

April Results

Mr. Friedl gave an update on the financial status and responded to questions and concerns.

SAGE implementation

Conversion to SAGE as of April 1, 2013. We are happy to report that everything is going very well.

Mr. Matheny left at 4:12 p.m.

Updates

Program Monitoring – no report, we are awaiting written report from DWD.

Dislocated Worker Activities – Mr. Stelter briefly spoke on the Oshkosh Corp orientation sessions that are scheduled. A handout was given showing the recent and upcoming layoffs in our area.

Adjournment

Motion to adjourn first by Mr. Westphal, second by Mr. Grant. Meeting adjourned at 4:17 p.m.

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