

Fox Valley Workforce Development Board of Director minutes - Approved

Thursday, August 15, 2013 at 2:00 P.M.

Members present: Ms. Mingus, Ms. Behringer, Mr. Mauch, Mr. Beregszazi, Mr. Martinez, Mr. Bartz, Mr. Lautenschlager, Dr. Geigle, Ms. Winn, Ms. Roettger, Mr. Grant, Mr. Thiel, Ms. Holmes, Mr. Wehner, Mr. Stelter, Ms. Cronmiller, and Mr. Pedersen

Members not present: Ms. Collett, Mr. Dissing, Mr. Eden, Ms. Karth, Mr. Kettner, Mr. Kleman, Mr. Kwakkel, Ms. Larsen, Mr. Leonard, Mr. Matheny, Ms. Pitts, Ms. Reese, Mr. Skahan, Mr. Westphal

Others present: Ms. Reinke, Ms. Rivera, Ms. Omen, Mr. Turner, Mr. Hesse (via phone)

Call to Order

Meeting was called to order at 2:02 p.m.

Introductions

Introductions were made.

Approval of Minutes from 5/16/13 meeting *(Action Item)*

Motion to approve the meeting minutes of May 16, 2013 first by Mr. Mauch. Second by Mr. Beregszazi. All were in favor and motion carried.

Approval of Committee Duties *(Action Item)*

Committee Responsibilities were reviewed. Mr. Bartz commented on the "Finance Committee" section that the finance committee did not need to review all company credit card purchases, but rather to change the word from purchases to statements. Those statements could be reviewed at the Finance Committee quarterly meetings. With that change, *the Committee Responsibilities were unanimously approved with a motion first by Mr. Martinez and second by Mr. Bartz. Motion carried.*

Committee Updates

HR/Personnel Committee Report –

Ms. Roettger gave a brief overview on the newly formed HR/Personnel Committee and discussed items from the first meeting. Members include: Mr. Dissing, Ms. Larsen, Ms. Roettger and Mr. Skahan.

Policy Committee Report – *(Action Item)*

Ms. Mingus gave an overview of the newly formed Policy Committee meeting. The first task of the Policy Committee was the Training Services Policy. Members include: Ms. Holmes, Ms. Mingus, Mr. Matheny and Mr. Thiel. A newly revised Training Services Policy was handed out. The structure of the ITA policy has changed due to the request of the Policy Committee at their Monday, July 22nd meeting. The policy has been streamlined and operational (procedural) details will be put into a separate document.

A motion to approve the revised ITA Policy pending review by DWD first by Mr. Thiel. Second by Mr. Geigle. All were in favor, motion carried.

One-Stop Committee Report –

Ms. Winn gave a brief overview of the One-Stop meeting that was held on August 5th. Member of this committee include: Ms. Winn, Mr. Westphal, Mr. Mauch, Ms. Behringer.

Youth Committee Report – *(Action Item)*

Ms. Cronmiller gave an update on the Youth Committee and their recommendation for future contracts to serve out-of-school youth only. Mr. Wehner expressed concern about letting current schools know that we are recommending to not serve in-school-youth. Mr. Stelter note that we will notify all schools in advance. Dr. Geigle made mention that all schools are well aware of the fact and have taken measures to properly serve in-school-youth already. *Ms. Cronmiller made a motion for future youth contracts to be written for out-of-school youth only. Second by Dr. Geigle. All were in favor. Mr. Beregszazi abstained. Motion carried.*

Strategic Planning Update

Mr. Stelter presented a brief update on the first two Strategic Planning Sessions, what has been covered already and what will be covered in the final two sessions. Mr. Beregszazi encouraged all Board members to attend the final two sessions as the final workings toward our strategic plan fall into place.

Financial Update

Mr. Friedl gave a detailed update on the financial status of FVWDB including the end of year PY11 numbers as well as current PY12.

PY12 Performance Update

FVWDB met or exceeded performance measurers on Adult and DW; the youth program is just below the passing measure. Staff is double checking those numbers. Mr. Stelter is working with our One-Stop office to track more closely our measurements monthly instead of waiting for the State to get numbers back after the fact.

DOL Audit Update

Not much to report on – we are in a ‘wait’ mode. The State is waiting for the DOL to get back with them, until that happens, we wait. Once they get back with the State with any comments or questions or concerns, at that time we can show our documentation and explanations. We feel confident in the work that we did leading up to this.

Building Update

The lease with DOA has been signed! Construction has begun this week. DOJ is planning to move in 9/1. As mentioned before, having a tenant in our building will reverse our negative cash flow.

Move to Closed Session as per State Statue 19.85 (1)(f) Personnel *(Action Item)*

Our meeting did not move to closed session; rather Mr. Stelter gave a brief overview of the case against us.

Dislocated Worker Update

Ms. Rivera shared an update on our Dislocated Worker (DW) program and the progress that has been made with Oshkosh Corp individuals who are laid off. We are working with Department of Defense on a grant to help put another room into the OSHJC to help with laid off workers.

Mr. Stelter spoke on the Fox Cities Job Center (FCJC) computer lab ribbon cutting ceremony. This was a joint venture with Bay Area WDB. Mr. Stelter invited the entire Board and LEOs to the ceremony on September 9 at 9:00 a.m.

Mr. Stelter thanked Ms. Mingus for the use of the Aurora conference room and invited any Board members to offer their conference room to us for future meetings. It may be nice for the Board members to see where each other work.

Ms. Mingus commented about the Board Orientation that was held just prior to the full Board meeting and how very informative it was. She commented on how each Board member should listen to an orientation session.

Adjournment

Motion to adjourn meeting first by Mr. Beregszazi. Second by Ms. Cronmiller. All were in favor, meeting adjourned at 4:06 p.m.