

Board of Director APPROVED meeting minutes
Thursday, February 19, 2015

Board members present: Ms. Behringer, Mr. Beregszazi, Mr. Christianson (ph), Ms. Cronmiller, Mr. Dissing, Mr. Grant, Ms. Holmes, Ms. Karls, Mr. Leonard (ph), Mr. Martinez, Ms. Mingus, Ms. Omen (ph), Ms. Reese, Mr. Stelter, Mr. VanderZanden, Mr. Walker, Ms. Wendt, Ms. Winn

Members excused: Ms. Biehn, Mr. Eden, Mr. Kleman, Mr. Lautenschlager, Mr. Thiel, Mr. Tusa, Mr. Westphal, Ms. Larsen, Mr. Pedersen, Mr. Wehner

Absent: Ms. Lick

Others present: Mr. David Arb (Local Program Liaison, State DWD), Mr. Hesse (FWWDB CTO/COO), Ms. Denton (FWWDB Controller), Ms. Lemieux (Programs Director), Ms. Reinke (Program Staff Support Manager)

Call to Order

Meeting was called to order at 2:00 p.m. by chair Ms. Winn.

Introductions

Introductions were made. We had two new Board members in attendance, Ms. Aimee Wendt, from Fives Giddings & Lewis and Ms. Carol Karls from WPS.

Old Business

We did not have quorum until 2:12 p.m., moved to the next agenda item - DOL update.

DOL Update

Mr. Stelter updated the Board with the most recent news on our DOL audit proceedings. He explained that he spoke with Ms. Eilks on 2/6/15. She unofficially informed us that DOL is getting closer to drafting a letter in the hopes of bringing this audit to a close. Mr. Stelter further explained that the regional has accepted our stand-in costs and explanations that would bring us down to \$102,000. Mr. Stelter has asked Ms. Eilks to attend the LEO meeting on March 2nd to present this update to the LEOs. Mr. Stelter to keep the Board informed of any details.

Approval of Minutes from 11-20-14 Board meeting (*Action Item*)

Motion to approve the 11/20/14 Board meeting minutes first by Ms. Mingus, second by Ms. Behringer. All were in favor and motion carried.

Committee Reports

a. Finance Committee – Fiscal report

Mr. Martinez updated the Board on the recent Finance Committee meeting. Recent actions are updated financial reporting structure, explained that we filed for an extension in filing our Form 990 and 990T; was explained that Ms. Denton is working on a timeline of key milestone dates for the implementation of the new Uniform Guidance (UG) compliant financial procedures; it was explained that we recently did an RFP for audit firms and that it was decided (between Wipfli and Wegner) to go with Wegner as our new audit firm; a revised budget was proposed and approved by the Finance Committee. The revised budget essentially rolls up the added revenue that has been

identified (Skills Wisconsin, National Emergency Grant (NEG) and State Rapid Response (SRR) since the original budget was approved and it also better categorizes building costs.

b. One Stop Committee – RFP Process update

Both Ms. Behringer and Ms. Lemieux updated the Board on the recent One-Stop meeting. Updates included the One-Stop committee recommending extending the current WIA Adult, Dislocated Worker, and Resource Room contracts for one year until the regulations (final rules) from WIA to WIOA are completed.

c. Youth Committee – RFP Process update

Ms. Cronmiller discussed the recommendation of extending the current WIA youth contracts for an additional year. Similar to the One Stop, more information is needed on the WIA to WIOA transition in order to make more informed decisions. Ms. Cronmiller commented that all subcontractors are currently meeting or exceeding all performance measures.

New Business

Mr. Stelter explained the need for several changes in our policies. Currently our policies also contain our procedures. Following direction from the Board, we are taking the procedural items out of the policies (and making a procedure manual) in an effort to reduce the number of times that our policies must come before the Board. In doing so, when items change, we can change our procedures instead of a policy which would need Board approval.

WIA Subcontractor extension – recommendation by One-Stop and Youth Committees (*Action Item*)

After considering the recommendations of the previous two committees, members briefly discussed the impact of extending the current WIA contracts for an additional program year (through 30 Jun 2016). This will give the board and staff more time to assess the full impact of WIOA. *Motion to approve the recommendation to extend to current subcontractors for one year first by Ms. Cronmiller, second by Mr. Grant. All were in favor, Mr. Beregszazi abstained, motion carried.*

Approval of Policies

Procurement Policy – change recommended by Finance Committee (*Action Item*)

Mr. Stelter explained the need to change the Procurement Policy which was already approved by the Finance Committee. The change was to delete four words – “once each program year” which removed some ambiguity from the policy and allows the RFP to drive the process. *Motion to approve the recommended change first by Mr. Dissing, second by Mr. Martinez, all were in favor, Mr. Beregszazi abstained, motion carried.*

OJT Policy (*Action Item*)

Ms. Miller spoke briefly on the need to change the OJT Policy. As addressed by Mr. Stelter, the procedural items were moved to a procedure manual and the policy was

streamlined. Mr. Beregszazi questioned how many OJTs the Board currently has and why we are not pursuing more. Discussion ensued. *Motion to approve the OJT Policy first by Mr. Martinez, second by Mr. Dissing. All were in favor and motion carried.*

Support Services Policy (*Action Item*)

Mr. Hesse explained the need for changing our Support Services Policy to align with the other policies vs. procedures. *Motion to approve the Support Services Policy as shown first by Mr. Beregszazi, second by Mr. Walker. All were in favor and motion carried.*

Financial Policies – Provisional Approval Authority (*Action Item*)

Purpose of this provisional approval authority is to grant authority to the Finance Committee to be responsive to the timely needs of FVWDB for implementation of financial policies. Specifically, our current concern is the Federal Uniform Guidance (UG) 2-CFR Part 200 enacted at the federal level on 12/26/14 which requires us to implement UG with our first contract of federal funds. Initially we understood that date to be July 1, 2015; we recently learned that the date would be April 1, 2015. This change in understanding is generating this motion.

A motion was made that the Board of Directors authorize the Finance Committee to provisionally approve financial policies quarterly, or sooner as required by Federal and/or State regulations. Such approvals will subsequently be presented for vote of the full Board of Directors at their next meeting. Motion first by Mr. Dissing, second by Mr. Beregszazi, all were in favor and motion carried.

Ad-hoc Officer nominating committee for May meeting

Mr. Stelter explained that officer elections are currently held at the May meeting. It was further explained that officers can succeed themselves twice which would make them eligible to serve for three years. Mr. Stelter personally spoke to the current officers and announced that they have all agreed to stay on in their current positions UNLESS, someone else would want an officer position. Since there were no volunteers, at the May meeting current officers will stand for re-election.

Mr. Stelter is looking for volunteers to bring the HR/Personnel Committee back up to full membership. Due to some Board members leaving, we need two to three volunteers to serve on this committee. Ms. Mingus, Ms. Behringer and Mr. Beregszazi expressed interest. More information to follow.

Business Services Update

Ms. Miller, FVWDB Business Services Manager, gave a presentation on Business Services.

Strategic Plan update

Mr. Stelter gave updates on the Strategic Plan. It was explained that this summer, after WIOA legislation is in place, the Board and LEOs will reconvene to update the Strategic Plan and align as needed. More details to follow.

Adjournment

Motion to adjourn the meeting first by Mike Vander Zanden, second by Ms. Mingus. All were in favor – meeting adjourned at 3:33 p.m.

Next Board meeting is: May 21, 2015, 2:00 p.m. at FVTC Public Safety Training Center, W6400 County Road BB in Appleton. A facility tour will begin at 1:00 p.m.

Meeting minutes were reviewed and approved on ___ day of _____, 2015.

Margaret Winn, Chair

Deb Behringer, Secretary