



## Minutes

### **Joint Board of Directors/LEO Meeting**

Thursday, November 12<sup>th</sup>, 2015 2:00 P.M.

Plexus Corporation. 2444 Schultz Drive Neenah, WI 54956

**Board Members Present:**, Mr. Beregszazi, Ms. Biehn, Mr. Buechel, Ms. Hall, Mr. Harris, Ms. Holmes Ms. Karls, Ms. Larsen, Mr. Martin , Mr. Martinez, Mr. Meyers, , Ms. Mingus, Mr. Pedersen Mr. Theil, Mr. Walker, Mr. Wehner, Ms. Wendt and Ms. Winn.

**LEO's Present:** Mr. Buechel, Mr. Harris and Mr. Meyers

**Board/LEO Members Present Via Phone:** Mr. Christensen and Ms. Omen

**Board Members Excused:** Ms. Behringer, Mr. Grant, Mr. Kaminske, Mr. Lautenschlager, Ms. Lick, Mr. Vander Zanden and Mr. Westphal

**LEO Members Not in Attendance:** Ms. Connors, Ms. Kalata and Mr. Koeppen

**Others Present:** Ms. Binder, Mr. Haumersen, Mr. Hesse, Mr. Kleman, Ms. Lemieux, Ms. Miller, Mr. Now and Mr. Stelter.

**Board Meeting Call to Order:** Board Chair Ms. Winn called the meeting to order at 2:09PM

**LEO Meeting Call to Order:** *\*\*The LEO Meeting proceeded as an information session as there was not quorum.*

**Approval of Agenda:** *(Action Item) BOD, LEO: Motion to approve the Board/LEO Meeting agenda was made by Mr. Martinez and seconded by Mr. Walker. Motion was passed.*

**Introductions:** The Board, LEO's and others present introduced themselves and also stated the company that they work for.

**Board Member Recognition:** Mr. Stelter thanked Mr. Kleman for his service and present him a certificate to recognizing his work on the board and announcing to the Board/Committee his resignation. Certificates were also made for Ms. Cronmiller and Mr. Leonard, who are also resigning the Board, but were not in attendance.

**Approval of Minutes from 2/19/15 Board meeting:** *(Action Item) BOD: Mr. Beregszazi made a motion to approve the minutes and this motion was seconded by Mr. Martinez. The motion was passed.*

**Approval of Minutes from 08/20/15 Board Meeting (Action Item) BOD:** *Mr. Walker made a motion to approve the minutes and this motion was seconded by Mr. Theil. The motion was approved.*

### **Finance Committee Report**

Mr. Martinez addressed the Board/LEO's. He explained that there was a minor adjustment in the WIOA budget in Q2-Q4, a .21% recession which impacted the Dislocated Worker and Adult programs. He explained that a Fast Forward and two Special Response grants were added. He advised the board that funding within the Adult program was moved to provide additional training and support services. He also explained that additional training dollars were added for the Dislocated Worker program. Mr. Martinez provided a positive report on the fiscal monitoring by DWD. He noted that the oral report provided at the closing conference noted no findings, only two minor areas of concern and potentially a best practice recognition. The final written report is expected soon.

Scott Haumersen of Wegner and Associates, CPA, provided an in-depth review of Board responsibilities, and advised on reading and understanding a non-profit audit report.

He explained that Boards in general, have the following responsibilities:

- 1) Care
- 2) Loyalty
- 3) Obedience

The 4<sup>th</sup> is unofficial: Duty of Inquiry

Mr. Haumerman went on to explain each duty in detail.

He also reviewed the audit report with the members and LEO's present. He noted it was a clean audit report with no findings.

The addition of the \$102-465 liability to the Financial statements, due to the DOL audit, was discussed, including the use of corporate funds and the line of credit to pay if that becomes necessary.

**Review and Approve Financial Audit Report (Action Item) BOD:** *Mr. Beregszazi made a move to approve and this was seconded by Mr. Pedersen. The motion was passed.*

**Approve Revised PY15 Budget (Action Item) LEO/BOD:** *Mr. Walker made a motion to approve and Ms. Mingus seconded the motion. Mr. Beregszazi abstained and the motion was passed.*

### **One Stop Committee Report**

Mr. Wehner addressed the Board/LEO's on the One Stop Committee meeting. He reported he had an email from David Arb, Local Program Liaison from DWD concerning the recently completed program monitoring at FVWDB. He noted marked improvement and positive practices and that he would be providing his written report as soon as possible. Mr. Wehner spoke about the pilot Manufacturing Boot

Camp at FVTC, Collabor8, the Industrial Maintenance Fast Forward project and the new Priority of Service Policy requirements.

Approve Priority of Service Policy (*Action Item*) BOD: *Mr. Martinez made a motion to approve and this motion was seconded by Mr. Walker. The motion was passed.*

### **Old Business**

Mr. Stelter reviewed the work that had been completed by the Board members and LEO's who had volunteered to participate in the two planning sessions. He shared the vision and mission statements along with the proposed strategic actions. These are:

Vision: Building a World Class Workforce

Mission: Connecting Talent with Career Opportunities

Strategies:

1. Acquire Sufficient Financial Resources to Deliver on Mission, Vision and Strategies
2. Field the Best Possible Team to Drive Mission and Achieve Vision
3. Integrate World-Class Technology Data, and Workforce Tools
4. Create and Foster Strategic Collaborations
5. Develop Qualified Job Seekers
6. Be Recognized as a Workforce Solutions Provider

He also noted that the staff had begun developing specific actions to implement those strategies. Finally, he explained how the strategic actions are used in the development of our local plan.

Approve Strategic Plan (*Action Item*) BOD: *Mr. Theil made a motion to approve and this was seconded by Mr. Beregszazi. The motion was passed.*

### **New Business**

#### **Move to Closed Session as per State Salute 19.85 (1) (b) for Personnel (*Action Item*) BOD**

A motion to move to closed session was made by Mr. Martinez and seconded by Mr. Beregszazi. Roll call was taken following voted aye:

Mr. Walker, Ms. Karls, Mr. Beregszazi, Mr. Theil, Ms. Hall, Mr. Wehner, Ms. Wendt, Mr. Christensen, Mr. Martin, Ms. Larsen, Mr. Petersen, Ms. Holmes, Mr. Martinez, Ms. Mingus, Ms. Biehn and Ms. Winn. There were no nays and no abstentions.

#### **Return to Open Session as per State Salute 19.85 (1) (b) (*Action Item*) BOD**

No action was taken during the Closed Session.

**By-Law Review:** Mr. Stelter explained that the transition from WIA to WIOA required certain language changes to the by-laws. He further explained that there were two copies, one showing the mark-ups and the other a final copy. These both had been distributed to the Board prior to the meeting and were handed out at this meeting.

**Approve By-Laws (Action Item) BOD:** Ms. Mingus moved to approve and this was seconded by Ms. Larsen. The motion was approved.

**Review Joint Agreement:**

Similar to the changes to the by-laws, Mr. Stelter noted the changes to the joint agreement were required to effect the transition from WIA to WIOA.

**Approve Joint Agreement (Action Item) BOD:** Mr. Beregszazi made a motion to approve and Mr. Theil seconded the motion. The motion was passed.

**Update on Local Plan:** Mr. Stelter addressed the Board and informed them the Ms. Miller was taking the lead in developing our local plan. Ms. Miller informed the Board/LEO's that there are major themes to address, collaboration is needed and that the final plan is due March 31, 2016. A copy will be reviewed and discussed at the February 2016 Board and LEO meetings.

**Approve 2016 Calendar Meeting Dates (Action Item) BOD:** Mr. Beregszazi made a motion to approve and Ms. Hall seconded the motion. The motion was passed.

Future Meeting dates approved are as follows:

**BOD**

Thursday, February 18<sup>th</sup>, 2:00 PM

Thursday, May 19<sup>th</sup>, 2:00 PM

Thursday, August 18<sup>th</sup>, 2:00 PM

Thursday, November 10<sup>th</sup>, 2:00 PM

Adjournment: The meeting was adjourned at 4:10PM.

Next Board meeting is: Thursday, February 18<sup>th</sup>, 2:00 PM

Next LEO meeting is: Tuesday, March 1<sup>st</sup>, 9:00 AM