



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

Meeting Minutes Board of Directors

Thursday, August 20th, 2015 at 2:00 PM

Oshkosh Job Center 'Chief Oshkosh Room', 219 Washington Ave, Oshkosh WI 54901

Board Members Present: Ms. Biehn, Mr. Christiansen, Ms. Holmes, Mr. Lautenschlager, Mr. Martinez, Mr. Thiel, Mr. Vander Zanden, Mr. Walker, Mr. Wehner and Ms. Winn, Board Chair.

Board Members Present by Phone: Ms. Behringer, Ms. Omen and Ms. Reese.

Leo Present: Ms. Kalata.

Board Members Excused: Mr. Beregszazi, Mr. Grant, Ms. Hall, Ms. Karls, Mr. Kleman, Ms. Larsen, Mr. Leonard, Ms. Lick, Mr. Martin, Ms. Mingus, Mr. Pedersen and Mr. Westphal.

Others Present: Ms. Groth, Ms. Haczkiwicz, Mr. Hesse, Mr. Now and Mr. Stelter.

Call to Order: The Board of Director's meeting was called to order at 2:03 p.m. by Board Chair, Ms. Winn.

Introductions: Introductions were made and Mr. Stelter introduced both Mr. Now, new Controller and Ms. Groth, Interim Controller.

Recognition of Dianne Reese (Call in from Diane Reese): Ms. Reese was recognized for her 3 years on the Board and let the group know that she is the Mayor of New Holstein and that her term only ended because she is no longer a business owner. Ms. Reese was recognized with a certificate as well as a donation of \$25.00 made in her honor at the Harbor House, Appleton.

Approval of Minutes from 5-21-15 Board meeting (*Action Item*) Quorum was reached at 2:19 p.m. when Mr. Walker arrived. Motion to approve the minutes by Mr. Martinez and second by Ms. Cronmiller.

CEO Report

Election of Officers (*Action Item*) Ms. Cronmiller updated the Board on the election of officers. She explained that the Treasure nominee was no longer eligible and asked the Jose Martinez step back into his position as Treasurer. Mr. Martinez accepted this request. Ms. Larsen was not present but she accepted the position as Vice Chair as previously discussed with Ms. Cronmiller. Ms. Cronmiller made a motion to pass these two elections and the motion was seconded by Mr. Vander Zanden. All were in favor and the motion was passed.

Committee Reports

Finance Committee – Fiscal Report. Mr. Stelter updated the group on the fiscal report as Mr. Martinez was not at the prior finance meeting, August 10th. Mr. Stelter explained that there will be new funding under WIOA and that the smaller workforce boards, such as FVWDB, will have the most impact. The estimated impact on FVWDB will be 300K and will mostly affect the dislocated worker funding. FVWDB should see minimal impact in the first two years but by the third year it has the potential for a very negative impact. FVWDB will be going back to the state to try and limit the dollar amount as well as question the criteria that the State makes its decisions upon.

Mr. Stelter also updated the board on the FVWDB line of credit with BMO Harris. He explained that our application for an increase from 50K to 100K was denied because the business debt is too high when compared to the equity returned within the business. He went on to explain that our renewal for the 50K line of credit was in the final approval process at BMO Harris.

Mr. Stelter also updated the group on the quarterly financial reports stating that The Finance committee approved the quarterly check log as well as the Chase credit card statements for April/May/June of 2015.

One Stop Committee: Ms. Cronmiller updated the Board on One-Stop committee updates. She reported that the job center is implementing an electronic sign in that is more streamlined and protects privacy better than the hand written sign in. Also, the Board-sponsored ConAgra/Grede job fair on August 12th was a great success with an excellent turn out of over 170 people. Lastly, Ms. Cronmiller reported that Kim Lemieux let her know that all of the FVWDB programs are either meeting or exceeding their program measures.

HR/Personnel Committee: Ms. Winn updated the board on the HR/Personnel committee by reading notes given to her by absent board member, Jody Larsen. Ms. Winn communicated the following:

- 1) The committee continues work on the personnel policy manual. The committee will pull other policy manuals from other Workforce Development Boards to assist.
- 2) A timeline for performance reviews was discussed to include the full cycle of performance reviews. A road map will be developed and other performance review examples shared to determine what changes if any need to be made.
- 3) A review of benefits and benefit costs was discussed as we look to the next calendar year and rolling out plans
- 4) The committee will continue in fall to meet on a regular basis to clean up some of these topics.

Conflict of Interest form Reminder: Ms. Haczkiwicz reminded Board members who had not already done so to please turn in their conflict of interest form as soon as possible. Forms were made available to the group.

November Meeting Date Reminder: Mr. Stelter reminded the group that the November meeting date had been moved up by one week from November 19th to November 5th, to accommodate the beginning of deer hunting season.

Strategic Planning Discussion: Sally Cutler of Cutler Communication and Consulting lead the group in team building exercises including survey review and small group brainstorming. The board will meet with Ms. Cutler again in about a month to continue to day two of the session.

Adjournment: A motion to adjourn the meeting was made by Mr. Theil at 4:06 pm and was seconded by Ms. Biehn. Meeting was adjourned.

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

Margaret Winn, Chair

Deb Behringer, Secretary