



## Minutes

### **Board of Directors Meeting**

Thursday, February 18, 2016 2:00 P.M.

Plumbers & Steamfitters UA Local 400 Training Center, Meeting Hall  
2700 Northridge Drive, Kaukauna, WI

**Members Present:** Patty Andreesen-Shew; Tony Beregszazi; Brad Grant; JoAnne Hall; Jason Hendricks; Kim Holmes; Brian Kaminske; Amanda Kopetsky; Jodie Larsen; Trevor Martin; Linda Mingus; Mike Vander Zanden; Dale Walker; Craig Wehner, Mark Westphal; and Margaret Winn.

**Members Present Via Phone:** Debra Behringer; Craig Christenson; Aimee Hostettler; Bob Pedersen; and David Thiel.

**Members Excused:** Carol Karls; Jose Martinez; Terri Lick; Lisa Omen; and Brian Pelon

**Members Absent:** Laura Biehn and Larry Lautenschlager

**Others Present:** David Arb, DWD; Stefanie Hayford, FVWDB; Al Hesse, FVWDB; Bobbi Miller, FVWDB; Karen Morgan, DWD; Jim Nitz, Forward Service Corporation, Gary Now, FVWDB; Paul Stelter, FVWDB; Vincent Wright, DWD

**Board Meeting Call to Order:** Board Chair Ms. Winn called the meeting to order at 2:03pm.

**Approval of Agenda:** (*Action Item*): Motion to approve the Board Meeting agenda was made by Mr. Grant and seconded by Mr. Beregszazi. Motion was passed.

**Introductions:** The Board and others present introduced themselves and identified the organization that they work for.

**Approval of Minutes from the 11/12/15 Board meeting:** (*Action Item*): Motion to approve the 11/12/15 meeting minutes was made by Ms. Mingus and seconded by Ms. Hall. Motion was passed.

### COMMITTEE REPORTS:

**Finance Committee Report:** Mr. Beregszazi provided a report of the Finance Committee to the Board. The development of the website project has taken a little longer than expected, but is now almost complete. The receipt of the DWD Monitoring Report had been delayed due to some challenges with the EO portion, but has now been received and will be discussed later in the meeting. The 990 and 990T forms for 2013 are now available on the FVWDB website. The DOC has inquired about renting additional space at the building at 1401 McMahon Drive in Neenah, but no formal request has been

received. Financially, we've determined that it's wiser to stay where we are, rather than rent another space or sell the building, unless a viable buyer provided an offer large enough to make it financially feasible to sell. We've received notification from the State that they will no longer be issuing prepayments for any contracts starting on or after 7/1/16. This would be problematic because the Board does not have that kind of money available, but they are working on finding a solution. The H1B Grant fiscal monitoring took place on 1/13/15 and no findings were noted at the exit meeting. Mr. Now has developed a balance sheet to be included as part of the financial statements that are reviewed on a quarterly basis by the Finance Committee. The Finance Committee is short one member, and so a request was made to the Board for volunteers. If anyone is interested, please let Paul Stelter know after the meeting. Lastly, there are two potential grant opportunities before the Board for approval: H1B Tech Hire & H1B Strengthening Working Families Initiative and Mr. Beregszazi briefly explained each.

***Finance Committee Action Items:***

- 1) Upcoming Grant Opportunities:** H1B Tech Hire & H1B Strengthening Working Families Initiative *Mr. Walker made a motion to approve applying for both grants and Mr. Grant seconded the motion. Mr. Beregszazi abstained and the motion was passed.*
- 2) Approval of the Finance Committee Report:** *Ms. Larsen made a motion to approve the Finance Committee Report and Mr. Vander Zanden seconded the motion and the motion was passed.*

**One-Stop Committee Report:** Mr. Wehner provided a report of the One-Stop Committee to the Board. Program outcomes were reviewed and the Board is meeting all goals. The new website was discussed and will be ready to view soon. Ms. Lemeieux explained that each Job Center will have its own page, but with the same look and feel. The RFP's have been issued and the Committee is requesting volunteers from the Board to help rate them. Mr. Stelter added that he really wants to get Board members involved because this is key to what we do and the core of our business. The RFPs will be ready for scoring in early April are available to view on the Board's website. Mr. Wehner asked that anyone interested contact Mr. Stelter after the meeting. The One-Stop Committee is also short one member, and so a request was made to the Board for volunteers. If anyone is interested, please let Paul Stelter know after the meeting. Lastly, four policies have been updated: Training; Self-Sufficiency; Follow-up Services; and Support Services. Most of the changes are purely administrative in nature, and the changes are highlighted in red. Mr. Beregszazi noted an error on the Self-Sufficiency Policy on the first line of paragraph one: the word 'less' should be changed to 'more.'

***One-Stop Committee Action Items:***

- 1) Approve Updated Policies: Training; Self-Sufficiency; Follow-up Services; and Support Services:** *Mr. Hendricks made a motion to approve the four above-referenced policies with the change in the Self-Sufficiency Policy as noted above and Ms. Andreesen-Shew seconded the motion and the motion was passed.*
- 2) Approval of the One-Stop Committee Report:** *Mr. Grant made a motion to approve the One-Stop Committee Report and Mr. Beregszazi seconded the motion and the motion was passed.*

**Ad Hoc Employment Committee Report:** Ms. Winn provided a report of the Ad Hoc Employment

Committee to the Board. The full Committee has met twice and at the Feb. 11<sup>th</sup> meeting developed a draft CEO Position Description and Relocation Policy for the Boards approval. They also approved conducting a full background check on the finalist candidate. They reviewed 73 applicants and narrowed that down to the top seven. Of those seven, five have been selected to interview on March 3<sup>rd</sup> at Lakeside Packaging Plus in Oshkosh. The goal of this Committee is to introduce the new CEO at the joint CEO/Board meeting on May 19<sup>th</sup>.

***Ad Hoc Employment Committee Action Items:***

- 1) Approve CEO Job Description and Relocation Policy:** *Mr. Grant made a motion to approve the CEO Job Description and Relocation Policy and Mr. Beregszazi seconded the motion and the motion was passed.*
- 2) Approval of the Ad Hoc Employment Committee Report:** *Mr. Beregszazi made a motion to approve the Ad Hoc Employment Committee Report and Mr. Vander Zanden seconded the motion and the motion was passed.*

**HR/Personnel Committee Report:** Ms. Larsen provided a report of the HR/Personnel Committee to the Board. The Committee met on Feb. 16<sup>th</sup>. At that meeting, Mr. Stelter provided the Committee with an update on the CEO recruitment. Healthcare was also discussed and Mr. Now will be taking the lead on looking at other, more cost-effective, healthcare options for Board employees. He plans on looking at what other Boards are doing and possibly combining them into one plan. The Committee also got back to work on revising the Personnel Handbook. It was decided to revise the handbook in little bits at a time. They will be getting samples from companies they work for and other personnel resources. They also decided to meet once a month on the second Wednesdays in order to make more progress on Committee goals. Lastly, the HR/Personnel Committee is in need of another member, so if anyone is interested, please let Mr. Stelter know after the meeting.

***HR/Personnel Committee Action Items:***

- 1) Approval of the HR/Personnel Committee Report:** *Ms. Hall made a motion to approve the HR/Personnel Committee Report and Ms. Kopetsky seconded the motion and the motion was passed.*

**New Business:**

**Presentation by DWD on New Apprentice Initiatives:** Karen Morgan, the Director of the Bureau of Apprenticeship Programs with DWD gave a very informative presentation on the State Apprenticeship program. The presentation covered four topics: 1) What is Apprenticeship? 2) Connecting YA to RA (bridge the worker and skill gaps); 3) The Apprenticeship Summit; and 4) The WAGE\$ Grant. She highlighted some of the benefits of apprenticeship, one example being that over a four-year period, a typical UW Madison undergrad student will spend \$42K on tuition and fees, but during same four years, an average apprentice in a typical Wisconsin trade will earn \$161K. The Apprenticeship Summit brought together experts from around the country and they discussed and evaluated various apprenticeship models. They then developed a strategy and action plan and developed the Apprenticeship Consortium. DWD applied for the American Apprenticeship Grant with three strategies in mind: 1) Build pipeline & pathways; 2) Expand into H1B occupations (advanced manufacturing, IT & Healthcare); and 3) Strengthen partnerships. The grant is for \$5M over five years and just under \$3M will be distributed to local boards to assist in building pipeline and pathways with community based organizations, technical

colleges and area employers. DWD has also developed a model for pre-apprenticeship programs and hopes the Boards' business services teams will promote and offer apprenticeship as a tool to area employers. The bottom line is that they are committed to adding 1000 new apprentices to Wisconsin over the next five years.

**Review WIOA Monitoring Report:** Mr. Stelter shared a letter from DWD with the WIOA Fiscal and Program Monitoring results. He noted that it includes nine positive practices, one finding, and one area of concern. The positive practices were in the areas of: written fiscal and personnel policies; cash management; and participant services.

**Review Local Plan:** Mr. Stelter explained that this was originally intended to be an action item today, but on Monday morning we received new final guidelines so the plan had to be updated. He further explained that this plan becomes our working document for the next couple years so we value the Board's input. It will be publicly available on our website and at a public hearing next Tuesday, Feb. 23<sup>rd</sup> at the Coughlin Center in Oshkosh. He asked the Board members to review and send any comments or concerns to him. The Plan requires Board and CEO approval, so he will be calling a special meeting of the Executive Committee for that.

**Ad Hoc Officer Nominating Committee for May Meeting:** Mr. Stelter explained to the Board that May is our joint annual meeting, and one of the tasks of the CEO's and Board members will be to elect new officers, so he requested volunteers to form a nominating committee to nominate a new slate of officers. Mr. Walker, Ms. Hall, and Ms. Larsen volunteered to sit on this Committee.

**Adjournment:** The meeting was adjourned at 3:58pm.

*Next Joint CEO/Board meeting is Thursday, May 19<sup>th</sup> at 2:00pm.*