



## MINUTES

### FVWDB Board of Directors Meeting

Thursday, November 9, 2017 at 2:00 P.M.

J.F. Ahern, Co., 855 Morris St

Fond du Lac, WI

**Board Members Present:** Patti Andresen-Shew, Tony Beregszazi, Laura Biehn, Leslie Bradley, Brad Grant, Amy Groshek, JoAnne Hall, Jason Hendricks, Aimee Hostettler, Brian Kaminske, Carol Karls, Jodie Larsen (phone), Trevor Martin, Jose Martinez, Jim Nitz, Bob Pedersen (phone), Robert Sivick, Dale Walker, Debbie Warga, Craig Wehner, and Margaret Winn.

**Board Members Excused:** Russ Haase, Amanda Kopetsky, Patty Milka, David Thiel, and Mark Westphal

**Board Members Absent:** Larry Lautenschlager and Kim McKeen

**Chief Elected Officials (CEO) Present:** Harley Reabe

**Others Present:** Scott Haumersen – Wegner CPAs, Derek Hilst – Wegner CPAs, Al Hesse-FVWDB, Carrie Korth – FVWDB, Anthony Snyder-FVWDB and Jill Valdez – FVWDB.

**Board Meeting Call to Order:** Chair, Aimee Hostettler, called the Board meeting to order at 2:05 PM. Introductions were made by all.

#### **Consent Agenda (Action Item):**

Ms. Hostettler introduced the 'consent agenda' and asked if anyone wanted to discuss any of the items listed in this portion of the agenda separately; no requests made. **Motion by Mr. Martinez and seconded by Mr. Kaminske to approve items 3-5 on the agenda was made; motion carried.** This motion approved the following: Meeting agenda, minutes from the 8/17/17 meeting, and DOL Audit update. Note: summaries for each item were provided in advance of the meeting and included in the handouts.

#### **NEW BUSINESS:**

##### **Annual Audit Review**

Scott Haumersen and Derek Hilst from Wegner CPAs spoke to the group on the audit results for the year ending 6/30/2017 and 2016, and reported there were no findings. Topics they covered included: overall audit results, the management letter, communication with those charged with governance, the single audit, and financial statements. **A motion was made by Mr. Nitz and seconded by Mr. Hendricks to accept the Audit results; motion carried.**

## FVWDB Overview of Activities:

### **Youthworks Program Overview**

*(Mr. Robert Sivick joined the meeting)*

Ms. Valdez presented an overview of the Youthworks Summer Program in partnership with the Division of Vocational Rehabilitation (DVR). The Board is considering partnering with the DVR in the Summer of 2018.

## OLD BUSINESS:

### Board Bylaw Review:

Ms. Hostettler advised the board that Board Bylaws had been revised for review. All members received a copy of the revised Bylaws for review. No action was taken at this time but will be revisited at a later date.

*(Ms. Jodie Larsen joined the meeting via phone)*

## COMMITTEE REPORTS:

### Finance & Personnel Committee Report:

#### PY17 Budget Update (Action Item):

Mr. Bereszazi summarized the updates to the PY17 Budget. Initially, due to delays in passing the federal budget, the Board was only able to approve a 1<sup>st</sup> quarter budget for PY17. Now that the federal budget has been approved, the updated budget presented by the Finance Committee incorporates actual first quarter expenses and conservative 2-4 quarter projections. **Motion by Ms. Hall and seconded by Ms. Karls to accept the PY17 Budget as presented; motion carried.**

#### Staffing Changes (Action Item):

Mr. Bereszazi explained to the board that the previous Executive Assistant, Ms. Stefanie Hayford, has left the organization and Ms. Korth, a temporary staff member from Cadre, will be filling the position.

The Board's Windows to Work program, in partnership with the Wisconsin Department of Corrections, will be going through significant expansion in the coming calendar year. Activities with Windows to Work are currently led in Workforce Development Area 4 by Brent Sanderfoot. The Board will be transferring activities at the Fox Lake Correctional Institution to the South Central Workforce Development Board, and will add Red Granite Correctional Institution to its efforts while also continuing work with the Oshkosh Correctional Institution. In addition, the program's parameters are being adjusted to allow the Board to work with individuals at Oshkosh and Redgranite who are not only being released into one of our 6 counties, but also to one of the other 71 counties in Wisconsin served by another workforce board. Likewise, the other workforce boards with the Windows to Work program will be working with incarcerated individuals in their areas and will then have the ability to transfer the individuals to our area for contact after release. This represents an expansion in the program which cannot be managed by a single employee. Recognizing this, the Wisconsin Department of Corrections will be providing us with additional funding to add an additional 20-hour per week staff member to accommodate the growing number of individuals. In accordance with our current Bylaws, the creation of a new position requires Board approval. Mr. Bereszazi indicated that the Finance & Personnel Committee has endorsed this new role as it serves a vital role in our area and has no impact on our budget. **Motion by Mr. Nitz and seconded by Mr. Bereszazi to hire an additional part time staff member for the W2W program to begin as soon as the role can be filled; motion carried.**

Mr. Beregszazi presented options to fill the Controller role vacated by Mr. Gary Now in September. The work is being done by a temporary accountant from Accountemps/Robert Half. The Board is currently considering a direct hire, engaging the services of another workforce board or subrecipient, or hiring an accounting firm. Over the past two months, Mr. Snyder has been interviewing candidates for the role and also posted an RFP to the Board web site, inviting other groups to submit a proposal. The Board offered no opposition to any of the solutions. Mr. Snyder indicated he would share all proposals received with the Finance & Personnel Committee for further review and a final recommendation at a later date.

**Employee Handbook (Action Item):**

Mr. Beregszazi presented an updated Employee Handbook to the Board. Mr. Snyder went through the list of adjustments in the manual and the Board asked questions. **Motion by Mr. Grant and seconded by Ms. Andresen-Shew to approve the Employee Handbook as presented; motion carried.**

**Acceptance of the Finance & Personnel Committee Report (Action Item):**

**Motion by Mr. Beregszazi and seconded by Ms. Winn to accept the Finance & Personnel Committee Report; motion carried.**

**One Stop Committee Report:**

**New Committee Chair**

Ms. Hostettler presented Ms. Andresen-Shew as the new Chair, and welcomed her to the committee. She will be replacing Mr. Westphal.

**Preliminary Performance Snapshot**

Mr. Hesse presented an organization performance snapshot of Program Year 2017 for Adult, Dislocated Worker, Youth, W2W, and Title V, as well as Job Center visits.

**The Next Board of Directors meeting is:** Tuesday, February 6, 2017 at 1:00 – 4:30 PM located at the Coughlin Center, Room A, 625 E County Rd, Oshkosh, WI

**Adjournment:** The meeting was adjourned at 3:45 pm.