



## MINUTES

### FVWDB Board of Directors Meeting

Wednesday, September 12, 2018  
Menasha Job Center, 1802 Appleton Road,  
Menasha, WI

**Board Members Present:** Patti Andresen-Shew, Tony Beregszazi, Laura Biehn, Ron Grahn, Brad Grant, Amy Groshek, Russ Haase, JoAnne Hall, Jason Hendricks, Amanda Kopetsky, Jessica Maple, Jose Martinez, Patty Milka, Bob Pedersen, Robert Sivick, David Thiel, Dale Walker, Craig Wehner, Mark Westphal and Margaret Winn.

**Board Members Excused:** Joe Gonyo, Aimee Hostettler, Brian Kaminske, Carol Karls, Jodie Larsen, Larry Lautenschlager, Trevor Martin, Jim Nitz, and Debbie Warga.

**Others Present:** Donna Janda – LETC, Carrie Korth – FVWDB, Alene Leazer – LETC, Renee O’Day - DWD, Harley Reabe – Green Lake CEO, Anthony Snyder - FVWDB, Dr. B. S. Sridhar – UW Oshkosh – Facilitator

**Board Meeting Call to Order:** In the absence of the Chair, Vice Chair Jason Hendricks called the Board meeting to order at 12:05 PM. Introductions were made by all.

**Approval of Agenda (Action Item):** Mr. Hendricks introduced the agenda and asked if anyone wanted to discuss any of the items listed; no requests made. **Motion by Mr. Westphal and seconded by Ms. Biehn to approve the agenda; motion carried.**

**Approval of Minutes from 6/26/18 Executive Committee Meeting (Action Item):** Mr. Hendricks presented meeting minutes from the 6/26/18 Executive Committee Meeting. **A motion was made by Mr. Beregszazi to approve the minutes for the 6/26/18 Executive Committee Meeting, seconded by Mr. Grant. Ms. Maple abstained. Motion carried.**

**Approval of Minutes from 6/26/18 Board and Chief Elected Officials Meeting (BODs Only) (Action Item):** Mr. Hendricks presented meeting minutes from the 6/26/18 Board and Chief Elected Officials Meeting. **A motion was made by Mr. Westphal to approve the minutes of the 6/26/18 Board and Chief Elected Officials Meeting, seconded by Mr. Grant. Ms. Maple abstained. Motion carried.**

**PRESENTATION:** Ms. Janda and Ms. Leazer, LETC Career Planners, provided a presentation of a mock WIOA enrollment scenario followed by a question and answer session.

#### **STANDING COMMITTEE REPORTS:**

##### **One Stop Committee:**

- a) **Policy Adoption – Priority of Service (Action Item):** Ms. Andresen-Shew presented a new Priority of Service policy developed by the Wisconsin Department of Workforce Development. The One Stop

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Committee is recommending that this required policy be adopted by the Board. **A motion was made by Mr. Grant and seconded by Mr. Martinez to adopt the Priority of Service Policy. Motion carried.**

- b) **Policy Adoption – Training Providers (Action Item):** Ms. Andresen-Shew presented a new Training Provider policy. The One Stop Committee is recommending that this required policy be adopted. **A motion was made by Mr. Grant and seconded by Mr. Martinez to adopt the Training Provider Policy. Motion carried.**
- c) **Approval of the “Work Ready” Concept (Action Item):** Mr. Snyder presented a “Work Ready Checklist” developed by our Career Planners to help determine the work readiness of our WIOA Adult and Dislocated Worker clients. **After some discussion, Ms. Andresen-Shew made a motion to send the document back to the One Stop Committee for further review and revision, seconded by Mr. Beregszazi. Motion carried.**
- d) **Approval of One-Stop Committee Report (Action Item):** Ms. Andresen-Shew provided a summary of One Stop Committee activities/discussions regarding the allocation of training dollars, work experience and service levels. **Mr. Westphal made a motion to accept the One Stop Committee Report, seconded by Ms. Milka. Motion carried.**

#### **Finance & Personnel Committee:**

- a) **Adoption of Program Year 18 Amended Budget (Action Item):** Mr. Beregszazi presented an updated PY18 budget with final carryover from PY17 and PY18 allocations. The Committee is confident any deficient items will be addressed through other sources of funding, other than the loss of tenant income, which is concerning. **A motion was made to adopt the PY18 amended budget as presented by Mr. Grant and seconded by Mr. Walker. Motion carried.**
- b) **Adoption of Wipfli Recommendation on Workmen’s Compensation Expenditure (Action Item):** Beginning July 1, Wipfli has been reviewing all aspects of the Board’s accounting and payroll processes. During this review, it was determined that the Board had not completed the allocation process on an annual invoice for the past several years, resulting in a \$16,705.85 cost that cannot be recouped from closed grants. The Finance & Personnel Committee recommends the Board use its corporate account (non-grant funds) to address the issue. **A motion was made by Mr. Westphal to use the corporate account to cover this cost, seconded by Ms. Winn. Motion carried.**
- c) **Review of Financial Reports:** Mr. Beregszazi provided a summary report of the statement of accounts as a handout, explaining that the Finance & Personnel Committee will be reviewing a detailed version of the report at its quarterly meeting to verify processing. Mr. Snyder advised that a column of expense against budget will be added to future reports.
- d) **Approval of the Finance Committee Report (Action Item):** Mr. Beregszazi informed the board that the committee approved \$2,000 for a technology assessment to determine if our technology processes and systems are working efficiently and effectively. The committee adopted a recommendation of the Board’s One Stop Operator to contract with an online scheduling and credit card acceptance system to schedule employer recruitments in our Job Centers. The committee is also seeking at least two (2) non-Board members to join the committee to be in compliance with the WIOA requirements. **A motion to accept the Finance Committee Report was made by Ms. Milka, seconded by Mr. Westphal. Motion carried.**

**OTHER BUSINESS:**

**Strategic Reimagining Session:** Dr. B.S. Sridhar facilitated a session as part of our ongoing strategic planning. The board reviewed and discussed a draft mission statement. Suggestions were made to revise the statement presented and then asked Mr. Snyder to coordinate a rewrite based on feedback. The Board also established a work team to benchmark other workforce boards and not-for-profits of similar size on new programs and revenue diversification.

**Adjournment:** The meeting was adjourned at 3:36 PM.

**Future Meetings:**

The next **Chief Elected Officials Meeting** will be held on Tuesday, September 18, 2018, at the James P. Coughlin Center, Volunteer Room, 625 E County Rd Y, Oshkosh, WI.

The next **Executive Committee Meeting** will be held on Thursday, October 11, 2018, at the James P. Coughlin Center, Room A, 625 E County Rd Y, Oshkosh, WI.

The next **One Stop Committee Meeting** will be held on Thursday, October 25, 2018, at the FVWDB office, 1401 McMahon Dr., Neenah, WI.

The next **Finance and Personnel Committee Meeting** will be held on Tuesday, October 30, 2018, at the James P. Coughlin Center, 625 E County Rd Y, Oshkosh, WI.

The next **Board of Directors Meeting** is scheduled for Tuesday, November 6, 2018, at Silver Star Brands Distribution Center, 2155 South Oakwood Road, Oshkosh, WI.